DOCUMENT RESUME

ED 449 842 JC 010 157

TITLE	Policy and Procedures Manual. Revised.
INSTITUTION	Mississippi State Board for Community and Junior Colleges, Jackson.
PUB DATE	1999-11-00
NOTE	153p.
PUB TYPE	Guides - Non-Classroom (055) -- Legal/Legislative/Regulatory Materials (090)
EDRS PRICE	MF01/PC07 Plus Postage.
DESCRIPTORS	*Administrative Policy; *Community Colleges; Employees; Employer Employee Relationship; Personnel; *Personnel Policy; *State Boards of Education; Two Year Colleges
IDENTIFIERS	*Mississippi

ABSTRACT

The Mississippi State Board for Community and Junior College Policy and Procedures Manual has been established by the State Board to govern its actions and activities and those of the staff. It describes polices and procedures regarding board operations, staff employment, staff workplace, employee performance/grievance procedure, staff positions, leaves and absences, employment benefits, business management, and programs. The following are some of the specific issues addressed in the manual: the personnel of the Board provide administrative support to the Board as it seeks to carry out its mission and functions, and all staff serve as non-state service employees. Although employees support the Board, the Executive Director, who is hired by the Board, will select, hire, terminate, assign, reassign, and supervise the staff. The Executive Director snall inform the Board of changes in personnel assignments or employment. Compensatory leave shall be awarded to professional staff of the Board at an accrual rate equal to the amount of time worked. No compensatory leave will be awarded unless prior approval of the Executive Director is obtained. Employees are covered by the Mississippi Public employees Retirement System and are required to comply with the provisions of the law establishing the system. Optional benefits are available at the employee's expense. (JA)

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MISSISSIPPI STATE BOARD FOR COMMUNITY AND JUNIOR COLLEGES

POLICY AND PROCEDURES MANUAL

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Revised
November 1999

POLICIES

&

PROCEDURES

MANUAL

Mississippi
State Board for Community and Junior Colleges

3825 Ridgewood Road
Jackson, MS 39211

(601) 432-6518

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BOARD OPERATIONS

STATE BOARD FOR COMMUNITY AND JUNIOR COLLEGES POLICIES AND PROCEDURES MANUAL	**Section 1:** Board Operations
	Title: Policies and Procedures Manual
Initial Date of Adoption: June 18, 1992	**Reference:**
Revision Date: November 19, 1999	**Code Number:** 1.1 **Page:** 1 of 1

POLICIES AND PROCEDURES MANUAL

This manual has been developed for the State Board for Community and Junior Colleges and its staff. The policies contained herein have been established by the Board to govern its actions and activities and those of the staff.

The policies contained in this manual are not intended to supplant any state or federal statutes or abridge any person's constitutional rights.

The policies in this manual shall supersede all prior policies and memoranda concerning such policies issued by the Board.

STATE BOARD FOR COMMUNITY AND JUNIOR COLLEGES POLICIES AND PROCEDURES MANUAL	**Section 1:** Board Operations
	Title: Establishment of the Board
Initial Date of Adoption: July 1, 1986	**Reference:** Section 37-4-3, Miss Code Ann.
Revision Date:	**Code Number:** 1.2 **Page:** 1 of 2

ESTABLISHMENT OF THE BOARD

Section 37-4-3, Miss. Code Ann.

(1) From and after July 1, 1986, there shall be a State Board for Community and Junior Colleges which shall receive and distribute funds appropriated by the Legislature for the use of the public community and junior colleges and funds from federal and other sources that are transmitted through the state governmental organization for use by said colleges. This board shall provide general coordination of the public community and junior colleges, assemble reports and such other duties as may be prescribed by law.

(2) The board shall consist of ten (10) members of which none shall be an elected official and none shall be engaged in the educational profession. The Governor shall appoint two (2) members from the First Mississippi Congressional District, and one (1) who shall serve an initial term of two (2) years; and one (1) who shall serve an initial term of (5) years; two (2) members from the Second Mississippi Congressional District, one (1) who shall serve an initial term of five (5) years and one (1) who shall serve an initial term of three years; and two (2) members from the Third Mississippi Congressional District, one (1) who shall serve an initial term of four (4) years and one (1) who shall serve an initial term of two (2) years; two (2) members from the Fourth Mississippi Congressional District, one (1)who shall serve an initial term of three (3) years and one (1) who shall serve an initial term of four (4) years; and two (2) members from the Fifth Mississippi Congressional District, one (1) who shall serve an initial term of five (5) years and one (1) who shall serve an initial term of two (2) years. All subsequent appointments shall be for a term of six (6) years and continue until their successors are appointed and qualified. An appointment to fill a vacancy which arises for reasons other than by expiration of a term of office shall be for the unexpired term. No two (2) appointees shall reside in the same junior college district. All members shall be appointed with the advice and consent of the Senate.

(3) There shall be a chairman and vice-chairman of the board, elected by and from the membership of the board; and the chairman shall be the presiding officer of the board. The board shall adopt rules and regulations governing times and places for meetings and governing the manner of conducting its business.

(4) The members of the board shall receive no annual salary, but shall receive per diem compensation authorized by Section 25-3-69, Mississippi Code of 1972, for each day devoted to the discharge of official board duties and shall be entitled to reimbursement of all actual and necessary expenses incurred in the discharge of their duties, including mileage as authorized by Section 25-3-451, Mississippi Code of 1972.

(5) The board shall name a director for the state system of public and community colleges, who shall serve at the pleasure of the board. Such director shall be the chief executive officer of the board, give direction to the board staff, carry out the policies set forth by the board, and work with the presidents of the several community and junior colleges to assist them in carrying out mandates of the several boards of trustees and in functioning within the state system and policies established by the State Board for Community and Junior Colleges. The State Board for Community and Junior Colleges shall set the salary of the Director for the State System of Community and Junior Colleges. The Legislature shall provide adequate funds for the State Board of Community and Junior Colleges, its activities and its staff.

(6) The powers and duties of the State Board for Community and Junior Colleges shall be:

(a) To authorize disbursements of state appropriated funds to community and junior colleges through orders in the minutes of the board.
(b) To make studies of the needs of the state as they relate to the mission of the community and junior colleges.
(c) To approve new, changes to and deletions of vocational and technical programs to the various colleges.
(d) To require community and junior colleges to supply such information as the board may request and compile, publish and make available such reports based thereon as the board may deem available.
(e) To approve proposed new attendance centers (campus locations) as the local boards of trustees should determine to be in the best interest of the district. Provided, however, that no new community/junior branch campus shall be approved without an authorizing act of the Legislature. (Amended by H.B. 832 (1988)
(f) To serve as the state approving agency for federal funds for proposed contracts to borrow money for the purpose of acquiring land, erecting, repairing, etc., dormitories, dwellings or apartments for students and/or faculty, such loans to be paid from revenue produced by such facilities as requested by local boards of trustees.
(g) To approve applications from community and junior colleges for state funds for vocational-technical education facilities.

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(h) To approve any university branch campus lower undergraduate level courses for credit.

(i) To appoint members to the Post-Secondary Educational Assistance Board.

(j) To appoint members to the Authority for Educational Television.

(k) To contract with other boards, commissions, governmental entities, foundations, corporations or individuals for programs, services, grants and awards when such are needed for the operation and development of the state public community and junior college system.

(l) To fix standards for community and junior colleges to qualify for appropriations, and qualifications for community and junior college teachers.

(m) To have sign-off approval on the State Plan for Vocational Education which is developed in cooperation with appropriate units from the State Department of Education.

(n) To approve or disapprove of any proposed inclusion within municipal corporate limits of state-owned buildings and grounds of any community college or junior college and to approve or disapprove of land use development, zoning requirements, building codes and delivery of governmental services applicable to state-owned buildings and grounds of any community college or junior college. Any agreement by a local board of trustees of a community college or junior college to annexation of state-owned property or other conditions described in this paragraph shall be void unless approved by the board and the board of supervisors of the county in which the state-owned property is located.

STATE BOARD FOR COMMUNITY AND JUNIOR COLLEGES POLICIES AND PROCEDURES MANUAL	**Section 1:** Board Operations
	Title: Board Meeting Schedule
Initial Date of Adoption: August 6, 1986	**Reference:**
Revision Date: November 19, 1999	**Code Number:** 1.3 **Page:** 1 of 1

BOARD MEETING SCHEDULE

The meeting dates, times and place(s) for the State Board for Community and Junior Colleges are as follows:

The third Friday of each month at 9:00 a.m. at 3825 Ridgewood Road, Room 507, Jackson, Mississippi 39211.

The Thursday evening prior to the third Friday of each month at 6:00 p.m. at a location to be designated by staff and timely announced to the Board members, media and colleges.

STATE BOARD FOR COMMUNITY AND JUNIOR COLLEGES POLICIES AND PROCEDURES MANUAL	**Section 1:** Board Operations
	Title: Board Agenda
Initial Date of Adoption: August 6, 1986	**Reference:**
Revision Date:	**Code Number:** 1.4 **Page:** 1 of 1

BOARD AGENDA

1. All requests for items to be placed on the agenda shall be received by the Executive Director at least eight (8) calendar days prior to the scheduled monthly meeting.

2. Matters not on the agenda will not be considered by the Board except when a majority of the Board is present and voting and concurs to include an item which did not arise in time to have been placed on the regular agenda, or items which were omitted by clerical error, and which are of such nature as to require consideration of the Board in the current meeting.

3. The chairperson and Executive Director shall confer and prepare the agenda which is to be considered by the Board. Matters of emergency which arise after this process or items which could not have been anticipated may be presented for discussion by the Board.

4. The Executive Director of the Board shall mail the proposed agenda to each Board member no later than five calendar days prior to a regularly scheduled meeting. Distribution of the agenda shall be made to the Commissioner of Higher Education, one (1) member of the Board of Trustees of State Institutions of Higher Learning (to be designated by the chairman of said Board), the Superintendent of the State Department of Education (to be designated by the Chairman of said board), and the media.

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STATE BOARD FOR COMMUNITY AND JUNIOR COLLEGES POLICIES AND PROCEDURES MANUAL	**Section 1:** Board Operations
	Title: Notices to Board Members
Initial Date of Adoption: August 6, 1986	**Reference:**
Revision Date:	**Code Number:** 1.5 **Page:** 1 of 1

NOTICES TO BOARD MEMBERS

1. All notices to members shall be mailed postage prepaid to members at their official mailing address shown in the office of the Board.

2. Each member shall submit in writing to the Executive Director of the Board any change in the member's mailing address for receipt of official mail.

STATE BOARD FOR COMMUNITY AND JUNIOR COLLEGES POLICIES AND PROCEDURES MANUAL	**Section 1:** Board Operations
	Title: Board Members' Voting
Initial Date of Adoption: August 6, 1986	**Reference:**
Revision Date:	**Code Number:** 1.6 **Page:** 1 of 1

BOARD MEMBERS' VOTING

1. A member present may vote for or against any motion or the member may abstain. Voting by proxy is not permitted.

2. The minutes of the Board shall reflect the vote of each member on each matter. A unanimous vote may be reflected by each member present and voting on that matter.

3. On all matters, in the event that a roll call vote is not taken, the vote of each member shall be reflected as in favor of the motion unless the member specifically indicates otherwise.

4. Should a Board member in attendance at a meeting leave the meeting, such departure shall be reflected in the minutes. The return of that member shall likewise be noted.

STATE BOARD FOR COMMUNITY AND JUNIOR COLLEGES POLICIES AND PROCEDURES MANUAL	**Section 1:** Board Operations
	Title: Board Minutes
Initial Date of Adoption: August 6, 1986	**Reference:** MS Code of 1972-Sec. 25-41-11
Revision Date: November 19, 1999	**Code Number:** 1.7 **Page:** 1 of 1

BOARD MINUTES

Minutes shall be kept of all Board meetings, whether in open or executive session, showing the members present and absent; the date, time and place of the meeting; an accurate recording of any final actions taken at such meeting; a record, by individual member, of any votes taken; and any other information that the public body requests be included or reflected in the minutes. The minutes shall be recorded within a reasonable time not to exceed thirty (30) days after recess or adjournment and shall be open to public inspection during regular business hours.

The minutes of the Board shall be the responsibility of the Executive Director. In instances when the Board may find it necessary to excuse the Executive Director, the Board chairperson shall be responsible for ensuring the minutes are kept prepared.

All proposed minutes shall become the official minutes upon approval by the Board.

The Executive Director may secure such assistance as is necessary for the preparation of the minutes or may designate staff to prepare the minutes.

Any member may request and have recorded in the minutes an explanation of his/her vote provided such explanation is presented in writing and does not exceed 100 words.

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STATE BOARD FOR COMMUNITY AND JUNIOR COLLEGES POLICIES AND PROCEDURES MANUAL	**Section 1:** Board Operations
	Title: Board Officers and Their Selection
Initial Date of Adoption: August 6, 1986	**Reference:** Section 37-4-3, MS Code Ann.
Revision Date: February 15, 1996	**Code Number:** 1.8 **Page:** 1 of 1

BOARD OFFICERS AND THEIR SELECTION

1. There shall be the following officers for the State Board for Community and Junior Colleges:

   (a) Chairman

   (b) Vice Chairman

2. Officers of the Board shall be elected annually in the April meeting for a term of one year, with terms to commence on July 1.

STATE BOARD FOR COMMUNITY AND JUNIOR COLLEGES POLICIES AND PROCEDURES MANUAL	**Section 1:** Board Operations
	Title: Board Executive Sessions
Initial Date of Adoption: August 6, 1986	**Reference:** Section 25-41-7, MCA
Revision Date:	**Code Number:** 1.9 **Page:** 1 of 1

BOARD EXECUTIVE SESSIONS

1. The Board may enter into executive session for the transaction of public business; provided, however, all meetings shall commence as an open meeting, and an affirmative vote of three-fifths (3/5) of all members present shall be required to declare an executive session.

2. The procedure to be followed by the Board in declaring an executive session shall be as follows: any member shall have the right to request by motion a closed determination upon the issue of whether or not to declare an executive session. Such motion, by majority vote, shall require the meeting to be closed for a preliminary determination of the necessity for executive session. No other business shall be transacted until the discussion of the nature of the matter requiring executive session has been taken on the issue.

3. An executive session shall be limited to matters allowed to be exempted from open meetings. The reason for holding an executive session shall be stated in an open meeting, and the reason so stated shall be recorded in the minutes of the meeting. This shall not be construed to require that any meeting be closed to the public, nor shall any executive session be used to circumvent or defeat the purpose of the statutes relating to open meetings.

4. The Board may legally hold an executive session for one or more of the following reasons:

   (a) Transaction of business and discussion of personnel matters or character, professional competence, or physical or mental health of a person.

   (b) Strategy sessions or negotiations with respect to prospective litigation, litigation or issuance of an appealable order when an open meeting would have detrimental effect on the litigating position of the Board.

   (c) Transaction of business and discussion regarding the report, development or course of action regarding security, personnel, plans or devices.

   (d) Investigative proceedings regarding allegations of misconduct or violation of law.

   (e) Cases of emergency which would pose immediate or irrevocable harm or damage to persons and/or property within the jurisdiction of the Board.

   (f) Transaction of business and discussion regarding the prospective purchase, sale or leasing of lands.

   (g) Transaction of business and discussion concerning the preparation of tests for admission to practice in recognized professions.

   (h) Transaction of business and discussions regarding employment, and termination of employees. The exemption provided by this paragraph include the right to hold closed meetings concerning employees as such exemption relates to their deletion from any budget subject to the approval of the Board. Final budgetary adoption shall not be taken in executive sessions.

5. The total vote on the question of entering into an executive session shall be recorded and spread upon the minutes.

6. Any such vote whereby executive session is declared shall be applicable only to that particular meeting on that particular day.

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STATE BOARD FOR COMMUNITY AND JUNIOR COLLEGES POLICIES AND PROCEDURES MANUAL	**Section 1:** Board Operations
	Title: Administrative Procedures
Initial Date of Adoption: August 6, 1986	**Reference:** Section 25-43-1, MCA
Revision Date:	**Code Number:** 1.10 **Page:** 1 of 1

ADMINISTRATIVE PROCEDURES

1. When the Board adopts, amends or repeals any of its rules or policies, the Executive Director, shall file with the Secretary of State notice of such intended action and mail notice of such intended action to all persons who have made timely request of the Board for advance notice of its rule-making proceedings.

2. Notice of such action shall be filed at least thirty (30) days prior to the adoption of the rule, amendment or repeal except when imminent peril to the public health, safety or welfare requires adoption of a rule upon fewer than thirty (30) days notice. Thereafter, when the Board adopts a rule, amendment or repeal, the Executive Director shall file with the Secretary of State a certified copy of the rule, amendment or repeal. The action shall become final thirty (30) days after the filing with the Secretary of State of the certified copy.

STATE BOARD FOR COMMUNITY AND JUNIOR COLLEGES POLICIES AND PROCEDURES MANUAL	**Section 1:** Board Operations
	Title: Board Members' Compensation/Reimbursement
Initial Date of Adoption: March 15, 1990	**Reference:** Section 37-4-3; 25-3-41; 25-3-69, MCA
Revision Date: November 19, 1999	**Code Number:** 1.11 **Page:** 1 of 1

BOARD MEMBERS' COMPENSATION/REIMBURSEMENT

1. The members of the Board shall receive no annual salary, but may receive per diem compensation as authorized by Section 25-3-69, Mississippi Code of 1972, for each day or fraction thereof devoted to the discharge of Board duties or official Board meetings.

2. The members of the Board shall be entitled to reimbursement for expenses such as meals, lodging and other necessary expenses incurred in the discharge of their duties, including the current rate per mile actually and necessarily traveled as authorized by Section 25-41, Mississippi Code, 1972.

3. The discharge of official Board duties shall consist of attending regular and called meetings of the Board and attending meetings at which the attendance of the Board member(s) is required as an official assignment by the Board. Reimbursable per diem and travel for an official assignment by the Board must be authorized and recorded in the official minutes for other than regularly scheduled Board meetings.

   Non-allowable assignments will include but not be limited to:

   (a) Visits to colleges,
   (b) Meetings for which attendant is entitled to per diem from a source other than the Board.

STATE BOARD FOR COMMUNITY AND JUNIOR COLLEGES POLICIES AND PROCEDURES MANUAL	**Section 1:** Board Operations
	Title: Board's Policy on Spending
Initial Date of Adoption: February 18, 1993	**Reference:**
Revision Date:	**Code Number:** 1.12 **Page:** 1 of 1

BOARD'S POLICY ON SPENDING

The Board shall expend appropriated funds only as needed and will return to the state general fund any state appropriated funds that cannot be expended in the best interest of the community college system and the State of Mississippi.

STATE BOARD FOR COMMUNITY AND JUNIOR COLLEGES POLICIES AND PROCEDURES MANUAL	**Section 1:** Board Operations
	Title: Standing Committees
Initial Date of Adoption: June 18, 1992	**Reference:**
Revision Date: November 19, 1999	**Code Number:** 1.13 **Page:** 1 of 2

STANDING COMMITTEES

1. The chairperson shall appoint members to standing committees to serve during the term of office of the chairperson.

2. The chairperson may appoint ad hoc Committees to deal with matters not covered within the purview of existing committee structure.

3. There shall be the following standing committees:

   A. Finance Committee
   B. Program Committee
   C. Workforce Education Committee

4. Meetings of the respective committees will be initiated by the committee chairperson upon his or her initiative or notification by the Executive Director of the receipt of a concern (e.g., complaint, request, proposal, etc.) within one committee's area of concern. Investigation, analysis of data/information, committee meeting, and subsequent reports and recommendations(s) to the Board will be determined by the committee chairperson and communicated to the Board chairperson for proper reflection in subsequent Board meeting agenda(s).

5. Chairperson and vice-chairperson shall serve as ex-officio of all standing committees.

6. Executive Director shall be involved with the activities of all standing committees and ad hoc committees.

Finance Committee

The finance committee shall be responsible for the fiscal integrity, development, implementation and maintenance of fiscal policies, procedures and controls, and shall exercise monitoring and oversight powers over the fiscal affairs of the community college system.

The committee shall meet as needed but shall report to the full Board at least once per quarter.

Program Committee

The program committee shall be responsible for the development, implementation, and maintenance of educational related policies, procedures and controls. Educational related matters shall include but not be limited to community and junior college campuses, centers and extensions; university off-campus lower level courses, articulated with universities and public schools; access and opportunities; special programs, academic, technical and vocational programs.

The committee shall meet, report and recommend positions to the board as needed.

Workforce Education Committee

The Workforce Education Committee shall be responsible for coordinating board activities related to education of the workforce, serving as a liaison to the State Workforce Council, and working with other state agencies and educational institutions as required to assure effective workforce program delivery.

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Ad Hoc Committees

Ad Hoc Committees are special committees appointed to serve in the event of non-routine issues and problems which are not normally dealt with by one of the standing committees. Upon completion of an assignment, the ad hoc committee shall be automatically dissolved.

The members of an ad hoc committee shall be appointed by the Board for a term which shall conclude upon termination of the special assignment.

The meetings of an ad hoc committee shall be determined by the committee chairperson.

STATE BOARD FOR COMMUNITY AND JUNIOR COLLEGES POLICIES AND PROCEDURES MANUAL	**Section 1:** Board Operations
	Title: Official SBCJC Seal and Letterheads
Initial Date of Adoption: December 17, 1992	**Reference:**
Revision Date: November 19, 1999	**Code Number:** 1.14 **Page:** 1 of 1

PUBLIC ACCESS TO SBCJC RECORDS

Except where prohibited by law, any person will have the right to inspect or obtain reproduction of any public record of the State Board for Community and Junior Colleges.

The right to inspect public records will be acquired by a written request. Within five working days after the receipt of the request, notification of the time, place and method of access will be provided.

The right to obtain reproduction of a public record will be acquired by written request. The request must specify which records are to be reproduced and whether the reproductions are to be mailed or received in person. Copies of public records will be available at a rate of 25 cents per page or an established fee per document plus postage.

The financial provisions of this section may be waived by the Executive Director for requests from official representatives of community and junior colleges, colleges and universities, and state and federal agencies.

Denial of a request for access to or copies of State Board for Community and Junior Colleges public records will be in writing and will contain a statement of the specific reasons for the denial.

All written requests must be submitted to:

Executive Director
State Board for Community and Junior Colleges
3825 Ridgewood Road
Jackson, MS 39211

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STATE BOARD FOR COMMUNITY AND JUNIOR COLLEGES POLICIES AND PROCEDURES MANUAL	Section 1:
	Title:
Initial Date of Adoption: January 21, 2000	**Reference:**
Revision Date:	**Code Number:** 1.14.1 **Page:** 1 of 1

POLICY AND PROCEDURE FOR INVENTORY AND TRANSFER OF WORKFORCE TRAINING EQUIPMENT

All equipment transferred from the Mississippi Department of Education Industrial raining Program to the State Board for community and Junior Colleges shall become the property of the local community and junior college with the following exceptions and conditions:

(1) All mobile units, and the equipment contained in these said mobile units, shall remain on the State Board for Community and Junior College inventory.

(2) Any equipment on said inventory list not used for the primary purpose of workforce education shall be made available to the State Board for Community and Junior Colleges for the purpose of reallocation.

(3) Any such equipment not utilized for the primary purpose of workforce training shall be reallocated or salvaged in accordance with the state law and applicable policies and procedures related to disposal of surplus equipment. The SBCJC staff and local Community and Junior College representative shall deal with applicable of this section on a case-by-case basis.

(4) Any equipment purchased subsequently with workforce education funds shall follow the conditions specified in this policy and procedure.

STATE BOARD FOR COMMUNITY AND JUNIOR COLLEGES POLICIES AND PROCEDURES MANUAL	**Section 1:** Board Operations
	Title: Official SBCJC Seal and Letterheads
Initial Date of Adoption: December 12, 1997	**Reference:**
Revision Date:	**Code Number:** 1.15 **Page:** 1 of 3

OFFICIAL SBCJC SEAL AND LETTERHEADS

The attached symbol is designated as the official seal for the State Board for Community and Junior Colleges. The attached letterheads are designated as the official letterheads to be used for communication for the SBCJC office. The use of any other letterheads must be approved by the Executive Director.

Mississippi State Board
for Community and Junior Colleges

SECTION 2

STAFF EMPLOYMENT

STATE BOARD FOR COMMUNITY AND JUNIOR COLLEGES POLICIES AND PROCEDURES MANUAL	**Section 2:** Staff Employment
	Title: Hiring
Initial Date of Adoption: June 18, 1992	**Reference:** Section 25-9-107, MS Code of 1972
Revision Date: November 19, 1999	**Code Number:** 2.1 **Page:** 1 of 1

HIRING

The personnel of the Board provide administrative support to the Board as it seeks to carry out its mission and functions. All staff serve as non-State service employees. Although employees support the Board, the Executive Director, who is hired by the Board, will select, hire, terminate, assign, reassign, and supervise the staff. The Executive Director shall inform the Board of changes in personnel assignments or employment.

As non-state service employees, all staff serve at the will and pleasure of the Board.

STATE BOARD FOR COMMUNITY AND JUNIOR COLLEGES POLICIES AND PROCEDURES MANUAL	**Section 2:** Staff Employment
	Title: Equal Opportunity/Affirmative Action Statement
Initial Date of Adoption: March 15, 1990	**Reference:**
Revision Date: November 19, 1999	**Code Number:** 2.2 **Page:** 1 of 1

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION STATEMENT

The Equal Employment Opportunity Commission enforces five statutes that prohibit job discrimination by private employers and state and local government agencies:

- Title VII of the Civil Rights Act of 1964 (Title VII),
- The Age Discrimination in Employment Act of 1967 (ADEA)
- The Equal Pay Act of 1963 (EPA)
- The Americans with Disabilities Act of 1990 (ADA)
- Sections of the Civil Rights Act of 1991 (CRA) which amended provisions of Title VII, the ADEA, and the ADA.

The State Board for Community and Junior Colleges, in its capacity as the coordinating Board of the community and junior colleges of the State of Mississippi, strongly urges each of the colleges to comply fully with federal and state nondiscrimination laws and executive orders which constitute the legal mandate for equal employment opportunity. The Board also strongly urges each community and junior college to ensure that no one shall be excluded from participating in, be denied the benefits of, or otherwise be subjected to discrimination in any program or activity of the college on the grounds of race, sex, age, color, creed, national origin, religion, disability, or any other protected group. The Board itself further adheres to the principle of equal educational and employment opportunity as mandated by each of these statutes.

STATE BOARD FOR COMMUNITY AND JUNIOR COLLEGES POLICIES AND PROCEDURES MANUAL	**Section 2:** Staff Employment
	Title: Title VII
Initial Date of Adoption: March 15, 1990	**Reference:**
Revision Date: November 19, 1999	**Code Number:** 2.3 **Page:** 1 of 1

TITLE VII OF THE CIVIL RIGHTS ACT OF 1964

In hiring, promotion, discharge, compensation, terms, conditions and privileges of employment, classifying, limiting or segregating employees or job applicants, the Board will not discriminate or treat differently any person based upon race, color, sex, religion, or national origin. The Board will not publish discriminatory advertisements nor retaliate against any individual for opposing a discriminatory practice, or for filing a charge or participating in an EEOC investigation.

STATE BOARD FOR COMMUNITY AND JUNIOR COLLEGES POLICIES AND PROCEDURES MANUAL	**Section2 :** Staff Employment
	Title: Age Discrimination in Employment Act
Initial Date of Adoption: March 15, 1990	**Reference:**
Revision Date: November 19, 1999	**Code Number:** 2.4 **Page:** 1 of 1

AGE DISCRIMINATION IN EMPLOYMENT ACT

In hiring, promotion, discharge, compensation, terms, conditions and privileges of employment, classifying, limiting or segregating employees or job applicants, the Board will not discriminate against persons 40 and over based on age.

STATE BOARD FOR COMMUNITY AND JUNIOR COLLEGES POLICIES AND PROCEDURES MANUAL	**Section 2 :** Staff Employment
	Title: Equal Pay Act
Initial Date of Adoption: March 15, 1990	**Reference:**
Revision Date: November 19, 1999	**Code Number:** 2.5 **Page:** 1 of 1

EQUAL PAY ACT

The Board will not use gender as a reason for payment of different wages (including fringe benefits) to men and women performing substantially equal work under similar working conditions.

STATE BOARD FOR COMMUNITY AND JUNIOR COLLEGES POLICIES AND PROCEDURES MANUAL	**Section 2 :** Staff Employment
	Title: Americans With Disabilities Act (ADA) Policy
Initial Date of Adoption: March 15, 1990	**Reference:**
Revision Date: November 19, 1999	**Code Number:** 2.6 **Page:** 1 of 1

AMERICANS WITH DISABILITIES ACT (ADA) POLICY

In complying fully with the Americans with Disabilities Act, the Mississippi State Board for Community and Junior Colleges shall not discriminate against a qualified individual with a disability because of the disability of such individual in regard to job application procedures, the hiring, advancement, or discharge of employees, employee compensation, job training, and other terms, conditions, and privileges of employment. Nor will the State Board for Community and Junior Colleges deny equal jobs or benefits to a qualified individual because of the known disability of an individual with whom the qualified individual is known to have a relationship or association.

The Board will make reasonable accommodations to the known physical or mental limitations of a qualified applicant or employee with a disability unless the Board can show that the accommodations will cause an undue hardship on the operation of its business.

This policy is neither exhaustive nor exclusive. The State Board for Community and Junior Colleges is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and any applicable Mississippi state law or local law.

Periodically, a self-evaluation is conducted to determine if any services, policies, or practices discriminate on the basis of disability. The ADA coordinator is charged with ensuring this compliance and is responsible for training people in the agency pertaining to ADA requirements and regulations. Appropriate compliance statements are included on contracts entered into by SBCJC, to include local agreements to operate educational services with SBCJC budgeted funds.

STATE BOARD FOR COMMUNITY AND JUNIOR COLLEGES POLICIES AND PROCEDURES MANUAL	**Section 2 :** Staff Employment
	Title: Sexual Harassment
Initial Date of Adoption: June 18, 1992	**Reference:**
Revision Date: November 19, 1999	**Code Number:** 2.7 **Page:** 1 of 1

SEXUAL HARASSMENT

Sexual harassment is a form of sex discrimination that violates Title VII of the Civil Rights Act of 1964 and will not be tolerated at the State Board for Community and Junior Colleges. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when submission to, or rejection of, this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment.

If an employee wishes to file a complaint of sexual harassment, the following grievance process should be followed:

1. The victim should document the occurrence and inform the harasser that the conduct is unwelcome and must stop.

2. If offenses continue, the victim should report the harassment to one of the following for investigation and corrective action within 30 days. The individual to whom the occurrence is reported need not be the immediate supervisor of either party.

   Associate Executive Director of Finance and Administration
   Associate Executive Director of Programs
   Associate Executive Director of Accountability and Support Services
   Executive Director

3. A report concerning the findings will be given to the complainant.

4. The Executive Director/Associate Executive Director's decision may be appealed.

STATE BOARD FOR COMMUNITY AND JUNIOR COLLEGES POLICIES AND PROCEDURES MANUAL	**Section 2:** Staff Employment
	Title: Termination of Employment
Initial Date of Adoption: June 18, 1992	**Reference:**
Revision Date: November 19, 1999	**Section:** 2.8 **Page:** 1 of 1

TERMINATION OF EMPLOYMENT

Employment with the Board may be terminated at any time at the will of either party.

Exit Interview:

Terminating employees will be asked to respond to an exit questionnaire and to be interviewed by the personnel manager to discuss such details as transfer/payment of accrued leave, continuation of health insurance, arrangement for final paycheck, refund of Retirement Accumulated Contributions, and other personnel-related items.

SECTION 3

STAFF - WORKPLACE

STATE BOARD FOR COMMUNITY AND JUNIOR COLLEGES POLICIES AND PROCEDURES MANUAL	**Section 3:** Staff - Workplace
	Title: Drug Free Workplace
Initial Date of Adoption: April 21, 1994	**Reference:**
Revision Date:	**Code Number:** 3.1 **Page:** 1 of 1

DRUG-FREE WORKPLACE

In compliance with the Drug-Free Workplace Act of 1988, as revised by the "The Drug Free Schools and Communities Act of 1989" (Public Law 101-226), the Board is required to notify employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace (alcohol is considered a controlled substance under this policy). The first occurrence of any of the above acts by an employee may result in suspension without pay up to thirty (30) days or dismissal.

Duties and Responsibilities of the Employer

The Executive Director is responsible for ensuring compliance with the above quoted policy.

The Board will maintain a drug-free awareness program to inform employees about the dangers of drug abuse in the workplace. This program will restate the Board's drug-free environment policy and the penalties that may be imposed upon the employee for drug abuse violation occurring in the workplace. Information is available regarding the names of drug counseling, rehabilitation, and assistance programs. This information may be obtained from the Executive Director's office.

Duties and Responsibilities of the Employee

Each employee of the Board must sign a statement acknowledging that the employee received a copy of the Board's drug-free environment policy and is aware of actions that will be taken against the employee for violation of such prohibition.

Each employee is herein notified that as a condition of employment with the Board, he or she will abide by the terms of this policy statement and notify the Executive Director of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction.

Federal Enforcement Regulations

If an employee convicted of any criminal drug statute violation occurring in the workplace is directly involved with a federal grant program, the Board will notify the granting agency within 10 days after receiving notice of such conviction.

Within 30 days of receiving notice, with respect to any employee involved with a federal grant program who is convicted of a drug statute violation occurring in the workplace, the Board will (1) take appropriate personnel action against such an employee, up to and including termination; or (2) require such an employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.

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STATE BOARD FOR COMMUNITY AND JUNIOR COLLEGES POLICIES AND PROCEDURES MANUAL	**Section 3:** Staff - Workplace
	Title: Drug Free Workplace Acknowledgment
Initial Date of Adoption: April 21, 1994	**Reference:**
Revision Date:	**Code Number:** 3.2 **Page:** 1 of 1

ACKNOWLEDGMENT

STATE BOARD FOR COMMUNITY AND JUNIOR COLLEGES
DRUG-FREE ENVIRONMENT POLICY

I have received a copy of the Board's Drug-Free Environment Policy dated April 21, 1994. I am aware of actions that may be taken against me for the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the workplace (alcohol is considered a controlled substance under this policy). I agree to abide by the policy terms as a condition of my employment with the STATE BOARD FOR COMMUNITY AND JUNIOR COLLEGES.

NAME _____

DATE _____

STATE BOARD FOR COMMUNITY AND JUNIOR COLLEGES POLICIES AND PROCEDURES MANUAL	**Section 3:** Staff - Workplace
	Title: Smoking Limitations
Initial Date of Adoption: June 18, 1992	**Reference:**
Revision Date:	**Code Number:** 3.3 **Page:** 1 of 1

SMOKING LIMITATIONS

The Board supports a working environment for its staff that is conducive to quality productivity and employee satisfaction. It, therefore, endorses a ban on smoking in work and/or common areas at the domicile of its staff offices.

STATE BOARD FOR COMMUNITY AND JUNIOR COLLEGES POLICIES AND PROCEDURES MANUAL	**Section 3:** Staff – Workplace
	Title: Safety Policy
Initial Date of Adoption: April 21, 1994	**Reference:**
Revision Date: November 19, 1999	**Code Number:** 3.4 **Page:** 1 of 1

SAFETY POLICY

The key to implementing and maintaining a successful safety program is leadership and management.

To achieve the desired results, the Executive Director shall:

(1) Charge all personnel within their individual area of operations with the responsibility and accountability for making safety for staff and visitors a top priority.

(2) Appoint a Safety Coordinator who shall be responsible for the coordination and administration of the safety program which shall ensure that the safety standards are met throughout the agency.

(3) Develop guidelines for individual staff members to ensure that their offices are operated in a safe manner and to require the safe use of vehicles as an integral part of their responsibility.

STATE BOARD FOR COMMUNITY AND JUNIOR COLLEGES POLICIES AND PROCEDURES MANUAL	**Section 3:** Staff - Workplace
	Title: Risk Management Policy
Initial Date of Adoption: November 19, 1999	**Reference:**
Revision Date:	**Code Number:** 3.5 **Page:** 1 of 2

RISK MANAGEMENT POLICY

The Board is committed to eliminating risk of unnecessary injury, loss of life, or loss or damage of property of SBCJC employees and the public. A Risk Management Program Director is designated to conduct inspections of the workplace, perform investigations immediately following accidents, and report to the Board the results of such investigations.

RISK MANAGEMENT POLICY STATEMENT

The elimination of unnecessary loss must be a total organizational effort through risk management.

I believe a risk management program is an effective tool to achieve the best risk control results.

Our risk management program is made up of different parts, each equally important to the success of the program. We must all be dedicated to the fact that every accident can be prevented, and I trust that each employee will join me in working toward total risk management.

_____ _____

Dr. Olon E. Ray, Executive Director Date

STATE BOARD FOR COMMUNITY AND JUNIOR COLLEGES POLICIES AND PROCEDURES MANUAL	**Section 3:** Staff – Workplace
	Title: Flower and Gift Fund Policy
Initial Date of Adoption: November 19, 1999	**Reference:**
Revision Date:	**Code Number:** 3.6 **Page:** 1 of 1

FLOWER AND GIFT FUND POLICY

On various occasions, it is appropriate to send flowers or gifts to state board employees, board members, or community college officers due to bereavement, hospitalization or other unusual circumstances. A flower and gift fund has been established to pay for these flowers or gifts. The fund will be supported by voluntary employee contributions of a fixed amount on a monthly basis and from Board members as required. Funds for employees and Board members are recorded separately.

The flower and gift fund committee will be composed of four (4) persons participating in the fund. The Finance Director will serve as the chairman of the committee and the Accountant will serve as the secretary/treasurer. The other members will be appointed by the Executive Director. Committee members will each serve a two year term.

Each participating employee will make monthly contributions of $1.00. The monthly contribution will be collected through payroll deductions and turned over to the secretary/treasurer no later than the fifth working day of the succeeding month. Any changes regarding the payroll deduction for the flower and gift fund must be submitted in writing to the Finance Director on or before the 12th of each month in order for the change to be effective for that month.

The secretary/treasurer should be notified in writing as soon as possible regarding any hospitalization or death of a participating employee or other eligible recipients. No request will be honored unless it has been submitted in writing.

The policies listed below will govern the operation of this fund:

(1) **Flowers or Memorials for Funerals**

Flowers shall be sent for the funeral of eligible recipients. Eligible recipients shall include employees and *immediate family, board members and immediate family, and community college officers and their spouse. A maximum of $35.00 for the metro area and $45.00 (including FTD charge) for out-of-town delivery will be allowed. Memorials may be made in lieu of flowers in an amount not to exceed $40.00. Cards will be sent to other, non-immediate family members.

(2) **Flowers or Gifts for Hospitalization:**

When eligible recipients are confined to a hospital, flowers shall be sent with the cost not to exceed $20.00 for the metro area and $30.00 (including FTD charge) for out-of-town delivery. Eligible recipients shall include employees and immediate family, board members and immediate family, and community college officers and their spouse. Cards may be sent to other non-immediate family members.

(3) **Retirement**

Gifts may be provided to employees upon retirement. Whether or not to provide gifts and what amount to spend for such occurrence will be decided by the Flower and Gift Fund Committee.

Other

(4) Anything not covered in the above policies will be taken into consideration and acted upon by the committee. The committee will also determine eligible recipients not already outlined in the Flower and Gift Fund Policies.

(5) In the event of a deficit, the committee will call upon all participating employees for additional funds.

(6) Checks will be signed by the secretary/treasurer and co-signed by the Executive Director.

(7) The Board and Employees' Fund will share costs equally when sending flowers/gifts to the same person.

*Immediate family includes spouse, parent, stepparent, sibling, child, and stepchild.

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STATE BOARD FOR COMMUNITY AND JUNIOR COLLEGES POLICIES AND PROCEDURES MANUAL	**Section 3:** Staff - Workplace
	Title: Social Activities Fund
Initial Date of Adoption: November 19, 1999	**Reference:**
Revision Date:	**Code Number:** 3.7 **Page:** 1 of 1

SOCIAL ACTIVITIES FUND

The State Board for Community and Junior Colleges has established the following policies for the purposes of funding and planning appropriate social functions and occasions.

(1) Social Committee

The Social Committee will be composed of five (5) persons. The committee will be responsible for scheduling and planning all social activities. Committee members will serve a one-year term which will commence in May.

(2) Payroll Deductions

Each participating employee will make monthly contributions of $2.00. The monthly contribution will be collected through payroll deductions and turned over to the secretary/treasurer no later than the fifth working day of the succeeding month. Checks will be signed by the secretary/treasurer and co-signed by the Executive Director. An accountant at SBCJC will serve as secretary/treasurer.

(3) Activities/Occasions

The following activities may be paid for through the established fund: special holiday occasions (such as Christmas, Halloween, Thanksgiving, etc.), wedding or baby showers, retirement, and etc. Money coming from the fund may be used for food, beverages, decorations, deposits, equipment, and facility rental.

In activities where gifts are purchased, the gifts will be funded separately through special donations by employees. If there is extra money available in the fund, it may be used for other activities at the discretion of the committee.

SECTION 4

EMPLOYEE PERFORMANCE /

GRIEVANCE PROCEDURE

STATE BOARD FOR COMMUNITY AND JUNIOR COLLEGES POLICIES AND PROCEDURES MANUAL	**Section 4:** Employee Performance/Grievance Procedure
	Title: Standards of Conduct and Performance
Initial Date of Adoption: June 18, 1992	**Reference:**
Revision Date: November 19, 1999	**Code Number:** 4.1 **Page:** 1 of 1

STANDARDS OF CONDUCT AND PERFORMANCE

The Board staff members are expected to maintain work practices which reflect a commitment to excellence. This commitment should be demonstrated by job performance and compliance with professional standards as established by the policies and codes of ethics described in policies of this manual.

The Board staff work day shall comply with the requirements of state law. The executive director is authorized to establish the most effective work schedule for staff members.

STATE BOARD FOR COMMUNITY AND JUNIOR COLLEGES POLICIES AND PROCEDURES MANUAL	**Section 4:** Employee Performance/Grievance Procedure
	Title: Employee Performance Appraisals
Initial Date of Adoption: June 18, 1992	**Reference:**
Revision Date: November 19, 1999	**Code Number:** 4.3 **Page:** 1 of 1

EMPLOYEE PERFORMANCE APPRAISALS

The Executive Director shall be responsible for assuring that an annual appraisal of job performance is conducted for each employee. Appropriate forms and associated information shall be developed as a part of carrying out this responsibility.

The Board shall have the responsibility of carrying out the annual evaluation of the Executive Director.

SECTION 5

STAFF POSITIONS

ORGANIZATIONAL CHART

The State Board for Community and Junior Colleges is organized into four divisions (Executive, Finance and Administration, Accountability and Support Services, and Programs).

STATE BOARD FOR COMMUNITY AND JUNIOR COLLEGES POLICIES AND PROCEDURES MANUAL	Section 5: Staff Positions
	Title: Salary Schedule
Initial Date of Adoption: July 1, 1998	**Reference:**
Revision Date: July 1, 1999	**Code Number:** 5.2 **Page:** 1 of 1

SALARY SCHEDULE **SALARY RANGE**

Position	START	END
Secretary	$16,400	$23,000
Administrative Secretary	$18,250	$30,000
Executive Secretary	$19,300	$32,000
Accounting Assistant	$19,300	$35,000
Purchasing & Records Technician	$20,900	$35,000
Accountant	$26,000	$40,000
Accountant/Personnel Manager	$30,000	$45,000
Supervisor of Accounting	$40,000	$58,000
Publications/Media Specialist	$30,000	$42,000
Technical Specialist	$23,000	$65,000
Director	$36,000	$75,000
Associate Executive Director	$55,000	$95,000
Executive Director	$85,000	$150,000

Notes:

ACCOUNTANT

A benchmark supplement for attainment of the CPA shall be awarded at 5% of the current salary, if funds are available.

ADMINISTRATIVE SECRETARY

Title includes: Administrative Secretary/Receptionist and Administrative Assistant/Network Assistant.

TECHNICAL SPECIALIST

Title includes: Video Teleconferencing Manager, Electronic Management Specialist, and Webmaster.

DIRECTOR

Title includes: 1) Program Specialist for ABE/GED; 2) Program Specialist for Workforce Education; 3) Director of Affiliated Activities; 4) Director of Research and Planning; 5) Director of Special Projects; 6) Resource Managers; 7) Director of Workforce Education; 8) Director of Information Services; 9) Program Specialist for Adult Basic Education; and 10) Director of Distance Education.

STATE BOARD FOR COMMUNITY AND JUNIOR COLLEGES POLICIES AND PROCEDURES MANUAL	**Section 5: Staff Positions**
	Title: Executive Director
Initial Date of Adoption: June 18, 1992	**Reference:**
Revision Date:	**Code Number:** 5.3 **Page:** 1 of 1

EXECUTIVE DIRECTOR

Characteristics of Work:

This is an administrative position which involves directing, organizing, planning, and supervising the operation of the Board office in executing the policies of the Board and the statutes of Mississippi. The Executive Director is responsible for recommending and implementing policies and administrative procedures for the proper conduct of the mission and purposes of the Board. The incumbent must be able to provide leadership and guidance to the community college system and work with the presidents of the community and junior colleges to assist them in carrying out mandates of their respective boards of trustees and in functioning within the state system and policies established by the Board. This leadership includes analysis of problems that affect the various campuses within the community college system and interpretation of statutes and regulations that affect community colleges. Public relations is an integral part of the Executive Director's work and as such, the incumbent must employ diplomacy, tact, and vision in the pursuit of his/her duties.

Examples of Work:

The following examples are intended only as illustrations of the various tasks performed by the incumbent in this position. These examples are not meant to be exhaustive; they are representative of the general functions of this position.

1. Reports to the Board on specific assignments and tasks;
2. Maintains an efficient, functional office for the Board;
3. Recruits, hires/terminates, supervises, and directs staff activities;
4. Develops programs and program concepts;
5. Develops and presents information to the public and the State Legislature;
6. Coordinates with other government agencies;
7. Plans and supports Board activities;
8. Serves on other boards, councils, and commissions as appropriate;
9. Confers with the State Superintendent of Education, the Commissioner of Institutions of Higher Learning, and MACJC; and
10. Represents the Board before legislative committees and other governmental bodies.

Minimum Requirements:

A doctorate degree from an accredited college or university in education, school administration, or a related field. Eight (8) years of experience in education, five (5) of which must have been in educational administration, is required.

Special Experience:

Public relations and applications of state laws regarding public education and educational institutions.

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DIRECTOR OF AFFILIATED ACTIVITIES

General Statement of the Function:

The Director of Affiliated Activities serves as the state-level coordinator for all MACJC sanctioned athletics and activities programs. The Director of Affiliated Activities reports directly to the Executive Director for the State Board for Community and Junior Colleges and works in liaison with the community and junior college presidents and other appropriate community and junior college personnel.

Duties and Responsibilities:

1. Serves as the Executive Secretary for the Mississippi Association of Community and Junior Colleges
   a. Attends all MACJC meetings
   b. Handles all arrangements for all MACJC meetings
   c. Prepares thorough and accurate minutes for all MACJC meetings
   d. Coordinates the enforcement of all MACJC rules and regulations with regard to inter-district relations, e.g., student recruiting, etc.
2. Serves as the Commissioner of Athletics for all MACJC sanctioned sports programs:
   a. Certifies all MACJC athletes with regard to all NJCAA and all MACJC rules and regulations
   b. Coordinates the scheduling of all MACJC athletic contests with the final authority to resolve all conflicts
   c. Coordinates and supervises all MACJC athletic appeals
   d. Maintains administrative liaison between all MACJC sanctioned athletic programs and the NJCAA
   e. Coordinates all MACJC athletic playoff and championship games
3. Serves as liaison between the MACJC and the following subsidiary organizations. The responsibilities in this role include but are not limited to the following:
   - the collection, filing, and maintenance of minutes, financial records and requests, and other relevant information generated by the subsidiary organizations
   - the coordination of subsidiary organizational activities with appropriate SBCJC staff members to assure effective communications and mutual support
   - the coordination of the schedules of the events of the subsidiary organizations to assure efficiency and to avoid conflicts
   - the generation of reports to fully apprise the community/junior colleges and SBCJC personnel of pertinent matters

   a. Community and Junior College Deans Association
   b. Community and Junior College Band Directors Association
   c. Community and Junior College Business Managers Association
   d. Community and Junior College Choral Directors Association
   e. Community and Junior College Deans of Student Personnel Association
   f. Community and Junior College Press Association
   g. Community and Junior College Student Council Association of Mississippi
   h. Community and Junior College Intercollegiate Athletic Associations for
      (1) Football
      (2) Basketball-men and women
      (3) Baseball
      (4) Golf
      (5) Tennis
      (6) Track
      (7) Softball
      (8) Soccer
   i. Community and Junior College Football and Basketball Officials Associations
   j. Community and Junior College Trustees Association
   k. MACJC Athletic Council
   l. Community and Junior College Art Association
   m. Community and Junior College Registrars/Directors' of Admissions Association
   n. Community and Junior College Student Activity Directors Association
   o. Community and Junior College Counselors Association
   p. Community and Junior College Financial Aid Directors Association
   q. Community and Junior College Computer Center Directors Association
   r. Community and Junior College Continuing Education Directors Association
   s. Community and Junior College Public Relations Directors Association

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DIRECTOR OF AFFILIATED ACTIVITIES (continued)

t. Community and Junior College Librarians Association
u. Community and Junior College Creative Writing Association
v. Post-Secondary Vocational-Technical Directors Association
w. Community and Junior College Campus Security Directors Association
x. Community and Junior College Physical Plant/Maintenance Directors Association
y. Community and Junior College Athletic Directors Association
z. Community and Junior College Inter-Alumni Association

4. Coordinates the planning for the Annual Meeting of the Mississippi Community and Junior College Trustees Association
5. Represents the MACJC on the Board of Directors of the Mississippi Association of School Administrators; and
6. Other duties as assigned by the Executive Director of the State Board for Community and Junior Colleges.

Minimum Requirements:

A master's degree from an accredited college or university with five years related work experience. Related experience may be substituted on an equal basis for the educational requirement or related education may be substituted on an equal basis for work experience.

STATE BOARD FOR COMMUNITY AND JUNIOR COLLEGES POLICIES AND PROCEDURES MANUAL	**Section 5:** Staff Positions
	Title: Director of Special Projects
Initial Date of Adoption: July 1, 1997	**Reference:**
Revision Date: July 1, 1999	**Code Number:** 5.5 **Page:** 1 of 1

DIRECTOR OF SPECIAL PROJECTS

Characteristics of Work:

The Director of Special Projects is a professional who reports directly to the Executive Director of the State Board for Community and Junior Colleges. Generally, the position is responsible for managing, coordinating, and developing special projects as assigned by the Executive Director. The Director works with the Executive Director to create and develop strategies and activities to enhance the agency's overall administration and the attainment of strategic goals. Some responsibilities include serving and actively participating on various committees representing the SBCJC; developing, managing, and designing guidelines for program operations; managing a federally funded program; reviewing individual contracts; and developing and managing special initiatives.

Examples of Work:

The following examples are intended only as illustrations of the various tasks performed by the incumbent in this position. These examples are not meant to be exhaustive; they are representative of the general functions of this position.

1. Creating, developing, managing and coordinating special projects, which might include but are not limited to the following: planning, coordinating, and implementing a variety of conferences designed to enhance the overall mission and goals of the SBCJC, participating as the SBCJC representative on various external committees and completing assigned tasks from the committees, assisting the Executive Director with completion of tasks required by the multitude of committees and councils in which he takes part, and researching and providing assistance to the Executive Director on studies requested of him by the SBCJC, legislature, presidents, and/or other interested parties;
2. Serving as a liaison/contact for information as requested by SBCJC staff, community college personnel, other state agencies, and the public as a whole;
3. Developing and creating correspondence for the Executive Director to respond to a myriad of requests from internal and external sources;
4. Participating in the initial review of consultant and federal contract development to ensure compliance with standard contract procedures and/or the SBCJC Grant/Subgrantee Manual;
5. Attending regular monthly meetings with the SBCJC, MACJC, Council for Education Technology and participating in a variety of ways including the following: developing outlines for Executive Director's reports, identifying and ensuring handouts and necessary materials are on hand, coordinating report agenda items with other SBCJC staff, taking and developing minutes from dinner board meetings, and presenting various information as appropriate;
6. Completing an initial screening of Executive Director's mail, correspondence, and other documents and distributing to others as deemed appropriate;
7. Assisting the Executive Director in coordinating personnel, evaluation, and other administrative duties required in the ongoing operation of the SBCJC;
8. Participating as active member on several of the SBCJC Internal Product Teams;
9. Developing staff meeting agendas based on input from SBCJC staff;
10. Acting as the contact for Equal Employment Opportunity Act and/or American Disabilities Act complaints, concerns, or questions; and
11. Accomplishing other duties as assigned by Executive Director.

Minimum Requirements:

Bachelor's degree from an accredited college or university with a minimum of four years experience in education, government, or related administrative work. Experience may be substituted on an equal basis for education, or education may be substituted on an equal basis for experience.

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STATE BOARD FOR COMMUNITY AND JUNIOR COLLEGES POLICIES AND PROCEDURES MANUAL	**Section 5:** Staff Positions
	Title: Director of Distance Education
Initial Date of Adoption:	**Reference:**
Revision Date:	**Code Number:** 5.6 **Page:** 1 of 1

DIRECTOR OF DISTANCE EDUCATION

Characteristics of Work:

This is professional administrative work that requires providing oversight and direction for the overall management and coordination of the distance education programs offered through the Mississippi Virtual Community College. This position reports directly to the Executive Director. The Director must establish and maintain an effective interface with designated contacts at the state's 15 public community and junior colleges. The incumbent will be responsible for ensuring project management, oversight, and approval in a manner that assures the best use of resources and compliance with SBCJC policy, state law, and Mississippi Virtual Community College operational procedures. The person selected for this position is also responsible for close cooperation and coordination with students taking distance learning courses through the MVCC, other state agencies, members and staff of the State Board for Community and Junior Colleges, college presidents, Academic and Vocational/Technical Deans and other interested college personnel. These administrative duties include planning, directing, assessing, and reporting of activities in a manner that assures quality results.

Examples of Work:

The following examples are intended only as illustrations of the various tasks performed by the incumbent in this position. These examples are not meant to be exhaustive; they are representative of the general functions of this position.

1. Acts as the liaison between the SBCJC webmaster and the college distance learning coordinators in developing and updating the MVCC web page;
2. Manages the statewide MVCC, including tasks as follows:
   a. Development of MVCC operational procedures in compliance with the MACJC and SBCJC adopted MVCC goals and objectives
   b. SBCJC Request(s) for Proposal and Project Development
   c. Project evaluation
   d. Identification, scheduling and provision of necessary statewide faculty, administrative and/or support staff training
   e. Budgeting
3. Serves as the SBCJC's liaison with college faculty, professional staff and administrators by providing information, support and guidance either individually or by participating on various councils, and committees required in the development and delivery of online instructional offerings;
4. Represents the agency through oral and written communications and reports;
5. Assures the operational compliance with all applicable state and federal statutes and guidelines;
6. Develops and/or maintains thorough working knowledge of all levels of state and federal statutes and related guidelines which pertain to the operation of the online programs; and
7. Establishes and maintains electronic data collection system required to document and justify resource utilization.

Minimum Requirements:

A Bachelors Degree from a four-year college or university with experience in program coordination/administration and an understanding of curriculum, instruction and the use of technology in instruction. Related experience may be substituted on an equal basis for the educational requirement or advanced related education may be substituted on an equal basis for work experience.

Preferred Qualifications:

A working knowledge of Blackboard.CourseInfo software package, experience teaching a course online and a high comfort level with multiple applications such as spreadsheet, database, web publishing and power point.

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DIRECTOR OF INFORMATIONAL SERVICES

Characteristics of Work:

The Director of Informational Services position has responsibility for managing professional and support staff in two or more core functions (e.g. infrastructure, operations and support and systems delivery, data administration) or where there are professional and technical staff working in areas of systems delivery and integration. His/her primary focus is providing the Agency with optimal systems and services to support their business needs. In this role the Director of Informational Services is a key member of the management team for the Agency.

Examples of Work:

1. Manages various technical and personnel resources that support core agency functions related to complex information systems which may include applications and infrastructure such as systems engineering, network engineering, and database administration
2. Manages the technology resources (infrastructure, operations, support, and systems delivery) of the agency to meet business needs.
3. Provides technical leadership and expertise to assigned staff in deploying the technologies and/or platforms utilized by other State agencies and institutions.
4 Make recommendations to improve and enhance the Agency's infrastructure environment.
5. Leads efforts in dealing with technology trends and makes recommendations that enhance the agency's business applications to ensure program objectives are met.
6. Leads technical research efforts with respect to new technologies that may be of benefit to the SBCJC, colleges and state agencies.
7. Coordinates the resolution of technical and complex systems problems with vendors and technical staff members.
8. Recommends and enforces standards and guidelines to ensure consistency in systems delivery
9. Performs related or similar duties as required or assigned.

Essential Functions:

1. Manages the strategic activities of the technical staff to ensure that adequate systems delivery and problem resolution, which may be statewide in scope.
2. Manages the technical environment to ensure adequate resources and expertise are available to meet the business needs of the agency and to ensure future growth.
3. Provides leadership and makes recommendations regarding the planning, budgeting, and effective use of existing and new technology resources.
4. Coordinates the maintenance of existing systems and the deployment of new systems.

Minimum Requirements:

A bachelor's degree from an accredited college or university in computer science, data processing, business information systems, or a directly related field, or other as requested or defined in special qualifications and ten (10) years experience in a similar technical environment or other as requested or defined in special qualification.

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TECHNICAL SPECIALIST

Characteristics of Work:

This is a professional, senior level position in which the incumbent(s) will assist in the redesign, upgrade, implementation, and management of a networking infrastructure that includes a Local Area Network (LAN), a Wide Area Network (WAN) and a compressed Video Network. It requires comprehensive knowledge and experience in a minimum of one of the following areas: 1) the design or analysis of telecommunications switching systems and products, 2) voice and data transmission systems or products, and 3) video transmissions networks. An extensive working knowledge of personal computer hardware and software installation, maintenance and support, as well as comprehensive knowledge and experience in Internet/Intranet/Web technologies, web site design and maintenance are important qualifications. Good communication and writing skills and the ability to work both independently and effectively with others are also requirements.

Examples of Work

The following examples are intended only as illustrations of the various tasks performed by the incumbent in this position. Examples of work performed in this classification include but are not limited to, the following:

1. Must have a knowledge of HTML; web scripting using Java and JavaScript; graphic design skills; programming web applications in Perl, CGI Scripts, on a Unix or NT platform;
2. Must have a working knowledge of Structured Query Language (SQL), and online database technologies;
3. Must understand content distribution technologies;
4. Must be familiar with web site development programs;
5. Designs and maintains the Agency's web site and Intranet;
6. Acts as a technical resource and gives assistance to web masters/managers located at various sites in the 15 community and junior college districts by keeping up to date on web technologies;
7. Writes technical user guides, etc.;
8. Designs and creates databases and database system applications;
9. Creates and maintains database table and file definitions;
10. Provides technical expertise on the database management system to user and technical personnel;
11. Manages a LAN to provide local office automation (word-processing, database, spreadsheet, desktop-publishing);
12. Designs, implements, and manages a WAN for the establishment of links to external sites;
13. Coordinates the establishment of links between external entities;
14. Coordinates the planning for the establishment of communication links between college personnel (DP Directors and Telecommunications Specialists) and the SBCJC;
15. Establishes standards for EDI of data from the Community and Junior Colleges to the SBCJC;
16. Manages and maintains Internet services; and coordinates the maintenance and implementation of the Community College Wide Area Network with the technology contacts;
17. Administers, manages and schedules the use of a multi-site video network with a minimum of 20 sites;
18. Troubleshoots compressed video equipment operating problems and determines the cause of program interruption;
19. Maintains documentation on network or production procedures and problem resolution to ensure that information is available when needed;
20. Monitors network devices and handles problem resolution for users.

Minimum Requirements:

A bachelor's degree from an accredited college or university in a technology-related field with three years related experience. Education and/or experience may be substituted equally.

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Technical Specialist (continued)

Special Experience Preferred:

Direct experience with Internet/Web technology, supporting multiple servers in an educational or corporate environment is preferred. Related work may include work in designs of web sites, database administrative, and electronic transaction protocol. The incumbent should possess a strong knowledge of Internet skills and trends, and must have prior experience with UNIX and Windows NT Servers, Windows 95/98, and Internet applications. Related work should include experience with PC based applications and networks, systems programming knowledge, a working knowledge of asynchronous communications, work experience in the area of systems analysis, knowledge of multi-protocol routers, experience with UNIX administration, CISCO router configuration, and frame relay configuration. Proficiency is required with TCP/IP - Internet protocol. Prior experience with video teleconferencing equipment, i.e. multi-point control units, video codec, administrative packages. Working knowledge of T-1, frame relay, and other types of networks. Good communications skills are also required for this position.

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EXECUTIVE SECRETARY

Characteristics of Work:

This is professional senior level work in which the incumbent functions as the principal clerical support to the Executive Director and the Director of Special Projects. The incumbent also must exercise independent judgment in accomplishing assigned duties and tasks within limits of standard operating procedures.

Examples of Work:

The following examples are intended only as illustrations of the various tasks performed by the incumbent in this position. These examples are not meant to be exhaustive; they are representative of the general functions of this position.

1. Organizes and maintains a filing system for classifying, retrieving, and disposing of materials that include correspondence, records, reports, and other documents;
2. Composes correspondence and routes with other pertinent correspondence and materials to appropriate destinations;
3. Ensures routing of materials in a timely manner;
4. Places local and long distance telephone calls upon request to various officials, the news media and other parties, refers incoming telephone calls and visitors to the appropriate person(s) or functional areas;
5. Locates and assembles information for various reports, briefings, meetings, and conferences;
6. Provides immediate assistance to the Executive Director and Director of Special Projects;
7. Performs photocopying, dictation, transcription, and typing of correspondence and reports;
8. Makes travel arrangements for the Executive Director and/or Director of Special Projects;
9. Assists other clerical staff with information;
10. Tracks SBCJC contracts by amount, name, program, and other identifying characteristics;
11. Assists administrative staff as approved by the Executive Director;
12. Assists Director of Special Projects in maintaining the Executive Director's calendar; and
13. Performs other duties as assigned.

Minimum Requirements:

Graduation from an accredited high school or a GED certificate and demonstrated clerical and secretarial competence, including dictation skills, or three years demonstrated experience via resume or other documented history and appropriate skills.

Special Experience:

Typing proficiency, computer skills particularly in Word Perfect and Lotus 123 software, and good communication skills.

STATE BOARD FOR COMMUNITY AND JUNIOR COLLEGES POLICIES AND PROCEDURES MANUAL	**Section 5:** Staff Positions
	Title: Administrative Secretary
Initial Date of Adoption: June 18, 1992	**Reference:**
Revision Date: August, 1995	**Code Number:** 5.10 **Page:** 1 of 1

ADMINISTRATIVE SECRETARY

Characteristics of Work:

This is upper level secretarial work in which the incumbent provides clerical and other programmatic support to SBCJC staff. The incumbent also must exercise independent judgment in managing the affairs of a professional office within limits of standard operating procedures.

Examples of Work:

The following examples are intended only as illustrations of the various tasks performed by the incumbent in this position. These examples are not meant to be exhaustive; they are representative of the general functions of this position.

1. Organizes, designs, and maintains files for classifying, retrieving, and disposing of such materials as correspondence, records, reports, and other documents;
2. Composes correspondence and routes with other pertinent correspondence and materials to appropriate destinations. Correspondence may include memos, letters, minutes, reports, mailing labels, forms, etc.;
3. Ensures routing of materials in a timely manner;
4. Places local and long distance telephone calls upon request. Refers incoming telephone calls and visitors to the appropriate person(s) or functional area(s);
5. Locates and assembles information for various reports, briefings, meetings, and conferences;
6. Performs photocopying, dictation, transcription, and typing of correspondence and reports;
7. Makes travel arrangements as requested;
8. Assists other clerical staff as needed;
9. Attends meetings as directed, takes and transcribes minutes;
10. Acts as office receptionist as needed;
11. Processes mail, both incoming and outgoing;
12. Monitors and/or routes faxes to and from office personnel;
13. Assists in preparation of meetings including but not limited to scheduling, setup, clean up and assuring that proper equipment and materials are on hand;
14. Orders supplies for immediate supervisors; and
15. Assists in project administration including tracking, reviewing, and processing programmatic reports, contracts, and materials.

Minimum Requirements:

Graduation from an accredited high school or a GED certificate and demonstrated clerical and secretarial competence, or three years demonstrated experience via resume or other documented history and appropriate skills.

Special Experience:

Typing proficiency, computer word processing/software, proficiency in a data base system, and office management skills.

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SECRETARY

Characteristics of Work:

The incumbent functions as the principle clerical support to one or more individuals within the organization. The work is generally routine and standardized, but involves choices of action within limits defined by accepted clerical practices and standard operating procedures. When required, comprehensive, detailed instructions are received from the immediate supervisor. Contacts are necessary both within and without the organization for the purpose of information exchange.

Examples of Work:

The following examples are intended only as illustrations of the various tasks performed by the incumbent in this position. These examples are not meant to be exhaustive; they are representative of the general functions of this position.

1. Filing, typing, routing, and preparing correspondence and other documents;
2. Telephone message receipt and delivery, receives visitors and directs them to appropriate personnel and provide routine information;
3. Word processing and data entry;
4. Orders supplies;
5. Assist in planning, organizing, and executing conferences and other meetings including but not limited to on-site registration of participants; and
6. Processes mail and other materials as deemed appropriate.

Minimum Requirements:

Graduation from a standard four-year high school or a high school equivalency certificate (GED) with two years of related work experience and working knowledge of personal computers.

Special Experience Preferred:

Typing proficiency and computer word processing-proficiency.

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STATE BOARD FOR COMMUNITY AND JUNIOR COLLEGES POLICIES AND PROCEDURES MANUAL	**Section 5:** Staff Positions
	Title: Assoc. Exec. Dir. of Finance and Adminis.
Initial Date of Adoption: June 18, 1992	**Reference:**
Revision Date: August 1995	**Code Number:** 5.12 **Page:** 1 of 1

ASSOCIATE EXECUTIVE DIRECTOR OF FINANCE AND ADMINISTRATION

Characteristics of Work:

This is managerial and administrative work which involves highly professional oversight of the financial matters of the community and junior college system. The position requires considerable ability for independent judgment, application of financial management policies which include a sound knowledge of fund accounting, grant accounting and state purchasing laws, and the ongoing implementation of generally accepted accounting principles. The incumbent in this position is also responsible for close coordination and communication with other state agencies, the Executive Director, the Board, and the college presidents and business managers.

Examples of Work:

The following examples are intended only as illustrations of the various tasks performed by the incumbent in this position. These examples are not meant to be exhaustive; they are representative of the general functions of this position.

1. Directs, plans, budgets, and coordinates financial matters for the Board;
2. Interprets and applies policies and procedures for carrying out policies;
3. Serves as staff advisor in matters relating to college financial matters;
4. Supervises and directs staff responsible for the general ledger, monthly reconciliation, financial statements and GAAP Packets of the Board;
5. Manages and supervises the accounts receivable, accounts payable, payroll, contracts, purchasing, and grants accounting functions of the Board;
6. Supervises the research and distribution of financial information requests;
7. Supervises and directs the development, coordination, editing, and preparation of budget request (MBR) materials for the community and junior college system and the Board administrative office for the Legislative Budget Office and Governor's office;
8. Receives, reviews, and executes tasks resulting from Board actions;
9. Prepares allocation and disbursements of support funds based on community and junior college funding formula and appropriation bill; and
10. Conducts or assists in enrollment audits of the various community and junior colleges.

Minimum Requirements:

A master's degree in accounting from an accredited college or university and four years of professional work experience in finance at the managerial level, or a bachelor's degree in accounting from a college or university, a certified public accountant certificate, and four years professional work experience in finance at the managerial level.

Special Experience:

Governmental accounting, community college business office, personal computer, Lotus 1-2-3, ten-key calculator, and good communication skills.

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STATE BOARD FOR COMMUNITY AND JUNIOR COLLEGES POLICIES AND PROCEDURES MANUAL	**Section 5:** Staff Positions
	Title: Supervisor of Accounting
Initial Date of Adoption: June 18, 1992	**Reference:**
Revision Date: July 1, 1999	**Code Number:** 5.13 **Page:** 1 of 1

SUPERVISOR OF ACCOUNTING

Characteristics of Work:

This is managerial and administrative work which involves highly professional oversight of the financial matters of the State Board for Community and Junior Colleges. The position requires considerable ability for independent judgment, application of financial management policies which includes a sound knowledge of fund accounting, grant accounting and state purchasing laws, and the ongoing implementation of generally accepted accounting principles. The incumbent in this position will report to the Associate Executive Director of Finance and Administration and will be responsible for coordination and communication with the workforce programs and other state agencies.

Examples of Work:

The following examples are intended only as illustrations of the various tasks performed by the incumbent in this position. These examples are not meant to be exhaustive; they are representative of the general functions of this position.

1. Plans, budgets, and coordinates financial matters for the Board;
2. Interprets and applies policies and procedures for carrying out policies;
3. Prepares and reconciles budgets, payroll, financial statements, outside agency forms for the SBCJC;
4. Initiates and coordinates the day to day accounting transactions for the SBCJC and supervises the SBCJC staff responsible for accounts receivable, accounts payable, payroll, contracts, purchasing, and grant accounting;
5. Researches and distributes financial information requests;
6. Coordinates, edits, and prepares budget request (MBR) materials for the SBCJC administrative office in accordance with instructions of the Legislative Budget Office and Governor's Office;
7. Receives, reviews, and executes tasks resulting from SBCJC actions;
8. Assists or conducts enrollment audits of community and junior colleges; and
9. Tracks workforce projects and prepares various financial reports for the workforce programs.

Minimum Requirements:

A bachelor's degree in accounting from an accredited college or university and four years of professional work experience in accounting at the managerial level, or a bachelor's degree in accounting from a college or university, a certified public accountant certificate, and one year professional work experience in accounting at the managerial level.

Special Experience:

State governmental (fund) accounting experience, working knowledge of the State Automated Accounting System (SAAS), experience in accounting for grants, strong personal computer skills, proficiency in the use of Lotus 1-2-3, ten-key calculator proficiency, and good communication skills.

STATE BOARD FOR COMMUNITY AND JUNIOR COLLEGES POLICIES AND PROCEDURES MANUAL	**Section 5**: Staff Positions
	Title: Accountant/Personnel Manager
Initial Date of Adoption: July 1, 1997	**Reference:**
Revision Date: July 1, 1999	**Code Number:** 5.14 **Page:** 1 of 1

ACCOUNTANT/PERSONNEL MANAGER

Characteristics of Work:

The individual in the Accountant position is responsible for financial matters relating to federal programs that are administered by the State Board for Community and Junior Colleges and duties related to personnel within the overall office. The position requires the application of financial management policies which include a sound knowledge of fund accounting, grant accounting, and the ongoing implementation of generally accepted accounting principles.

Examples of Work:

The following examples are intended only as illustrations of the various tasks performed by the incumbent in this position. These examples are not meant to be exhaustive; they are representative of the general functions of this position.

1. Communicates with Subgrantee of federal/state funds;
2. Performs accounting and budgeting functions for all federal grants;
3. Prepares federal and state reports related to federal grants;
4. Prepares indirect cost proposal;
5. Responsible for semi-annual conversion to GAAP for federal/state reporting;
6. Responsible for the maintenance of cash receipts;
7. Conducts or assists in enrollment audits of community or junior colleges;
8. Performs record keeping and administrative duties related to personnel;
9. Keeps SBCJC staff informed with information regarding state health insurance, state life insurance, public employees retirement system, deferred compensation of Mississippi, and safety policies;
10. Ensures agency compliance with Family Medical Leave Act of 1993, COBRA, Worker's Compensation, American Disabilities Act, and Section 125 cafeteria plans;
11. Maintains staff personnel files;
12. Provides orientation to new employees and conducts exit interviews upon employee termination;
13. Investigates accidents and conducts workplace safety inspections;
14. Ensures that job vacancies are posted at specified sites;
15. Collects and, as requested, screens applications for job vacancies and unsolicited applications;
16. Maintains, updates, and revises Personnel Manual;
17. Serves as Team Leader for Personnel Team and reports to Oversight Team; and
18. Maintains personal leave records for agency.

Minimum Requirements:

A bachelor's degree in accounting from an accredited college or university, and one year professional work experience in accounting and/or personnel.

Special Experience Preferred:

State governmental (fund) accounting experience, experience in accounting for grants, personal computer skills, proficiency in the use of Lotus 1-2-3, ten-key calculator experience, and good communications skills.

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STATE BOARD FOR COMMUNITY AND JUNIOR COLLEGES POLICIES AND PROCEDURES MANUAL	**Section 5:** Staff Positions
	Title: Accounting Assistant
Initial Date of Adoption: June 18, 1992	**Reference:**
Revision Date: September 1, 1999	**Code Number:** 5.15 **Page:** 1 of 1

ACCOUNTING ASSISTANT

Characteristics of Work:

The incumbent functions as the principal clerical support to one or more individuals within the organization. The work is generally routine and standardized, but involves a choice of action within limits defined by sound clerical practices and standard operating procedures. When required, comprehensive detailed instructions are received from the immediate supervisor. Limited contacts are necessary both within and outside the organization for the purpose of information exchange.

Examples of Work:

The following examples are intended only as illustrations of the various tasks performed by the incumbent in this position. These examples are not meant to be exhaustive; they are representative of the general functions of this position.

1. Responsible for accounts payable and processes payment vouchers;
2. Prepares accounts receivable invoices, disbursements, accounts payable;
3. Prepares allocation list for routing to Finance and Administration;
4. Files, types, and routes correspondence;
5. Answers, receives, and delivers telephone messages, receives visitors and directs them to appropriate personnel;
6. Assists in budget preparation;
7. Performs word processing and data entry;
8. Provides technical assistance with computer network (Network User Group Member);
9. Prepares quarterly payroll tax reports for federal and state purposes;
10. Compiles enrollment information for statistical data booklets, annual reports, vo-tech enrollment by program and site, etc.;
11. Records usage of copiers (2) to distinguish program usage and breakout of charges;
12. Gathers and compiles information for board meetings (mailout and books) and prepares legislative budget hearing booklets for distribution during legislative sessions;
13. Processes travel reimbursements for staff employees, as well as outside vendors;
14. Tracks workforce project budgets and reimbursements;
15. Tracks TANF and ABAWD budgets and reimbursements; and
16. Assists in tracking equipment.

Minimum Requirements:

Graduation from an accredited high school or a GED certificate with a minimum of two years related work experience in finance or associate degree in related field. Typing proficiency and computer word processing proficiency.

Special Requirements Preferred:

Strong computer skills with comprehensive knowledge of WordPerfect and Lotus 1-2-3; some knowledge of the State Automated Accounting System (SAAS) payroll experience; preparation of state and federal quarterly tax reports.

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STATE BOARD FOR COMMUNITY AND JUNIOR COLLEGES POLICIES AND PROCEDURES MANUAL	**Section 5:** Staff Positions
	Title: Purchasing and Records Technician
Initial Date of Adoption: June 18, 1992	**Reference:**
Revision Date: July 1, 1999	**Code Number:** 5.16 **Page:** 1 of 1

PURCHASING AND RECORDS TECHNICIAN

Characteristics of Work:

The Purchasing and Records Technician functions as the purchasing technician within the organization. The work is generally routine and standardized, but involves a choice of action within limits defined by purchasing policies and state laws. Information from customer departments must be processed using independent judgment to obtain cost for commodities and contract services. Contacts within and outside the organization are necessary for the purpose of information exchange.

Examples of Work:

The following examples are intended only as illustrations of the various tasks performed by the incumbent in this position. These examples are not meant to be exhaustive; they are representative of the general functions of this position.

1. Processes purchase requisitions by obtaining quotes or identifying state contract items for approval by the finance office and Executive Director;
2. Prepares bid packets for advertisement of solicitation of bids when required by law;
3. Processes purchase orders for distribution to vendors;
4. Matches receiving reports and invoices with purchase orders and forwards them to the Accounting Assistant for processing;
5. Maintains stock supply of commonly used office supplies and transfers cost to appropriate cost centers;
6. Prepares and maintains agency property records submitted to the State Department of Audit Property Office;
7. Organizes, designs, and maintains a filing system for classifying, retrieving, and disposing of such materials as correspondence, records, reports, and other documents following the guidelines of the MS Department of Archives and History; and
8. Attends SBCJC and MACJC meetings as directed; takes and transcribes minutes.

Minimum Requirements:

Graduation from an accredited high school with two years of related purchasing experience. The attainment of a high school equivalency certificate (GED) may be substituted for the high school graduation.

Special Experience Preferred:

An associate's degree or equivalent. A Certified Public Purchasing Buyer designation. Personal computer, ten-key calculator, and good communication skills.

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STATE BOARD FOR COMMUNITY AND JUNIOR COLLEGES POLICIES AND PROCEDURES MANUAL	**Section 5:** Staff Positions
	Title: Assoc. Executive Director of Accountability and Support Services
Initial Date of Adoption: September 1, 1996	**Reference:**
Revision Date: May 1, 1999	**Code Number:** 5.17 **Page:** 1 of 1

ASSOCIATE EXECUTIVE DIRECTOR OF ACCOUNTABILITY AND SUPPORT SERVICES

Characteristics of Work:

This administrative position involves highly professional oversight of accountability and support services. The incumbent is responsible for directing, planning, organizing, and coordinating all programs and initiatives required for assuring accountability and program support necessary for the success of the SBCJC mission. Work is subject to review of the Executive Director to whom the incumbent is responsible. Responsibilities include planning, directing, assessing, and reporting of activities in a manner that assures quality results.

Examples of Work:

The following examples are intended only as illustrations of the various tasks performed by the incumbent in this position. These examples are not meant to be exhaustive; they are representative of the general functions of this position.

1. Supervises and directs staff as required to accomplish assigned responsibilities;
2. Works cooperatively with other staff leaders in developing overall SBCJC program plans;
3. Assures that a comprehensive and effective internal and external accountability program is in place that includes compliance with all federal and state laws, guidelines, and policies;
4. Develops plans, policies, and reports required to support strategic initiatives;
5. Communicates and coordinates effectively with customers; and
6. Directs, assigns, and evaluates the work of staff in a manner that assures continuous improvement.

Minimum Requirements:

A master's degree from an accredited college or university with a minimum of five years related experience.

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DIRECTOR OF RESEARCH AND PLANNING

Characteristics of Work:

This is administrative and technical work in which the incumbent exercises independent judgment in planning, directing, researching, organizing, data collection, analysis, and reporting information. Incumbent reviews and evaluates various components of the community/junior college system, conducts statistical analyses, supervises an employee, and assists in the selection of computer software. Incumbent also participates in enrollment audits.

Examples of Work:

The following examples are intended only as illustrations of the various tasks performed by the incumbent in this position. These examples are not meant to be exhaustive; they are representative of the general functions of this position.

1. Prepares data for information and publication of annual reports;
2. Conducts studies and research for dissemination to Executive Director and Board for formulation and establishment of policy;
3. Plans and conducts institutional research;
4. Represents the agency through public involvement and participation on various councils;
5. Recommends review of problems for investigation, analysis, and research;
6. Develops format and techniques for data collection;
7. Interprets results of studies and surveys and makes recommendations based on their results;
8. Presents survey results in the form of reports, graphs, charts, and/or diagrams;
9. Assists in planning and conducting enrollment audits; and
10. Assists in planning and preparation of monthly board meetings.

Minimum Requirements:

A master's degree from an accredited college or university and nine (9) graduate semester hours in research or experimental methodology and statistics.

Special Experience:

Personal computer systems; appropriate hardware and software application; word processing; data base management; and spread sheet software.

STATE BOARD FOR COMMUNITY AND JUNIOR COLLEGES POLICIES AND PROCEDURES MANUAL	**Section 5:** Staff Positions
	Title: Resource Manager
Initial Date of Adoption: September 1, 1996	**Reference:**
Revision Date:	**Code Number:** 5.19 **Page:** 1 of 1

RESOURCE MANAGER

Characteristics of Work:

The Resource Manager is responsible for developing and maintaining a system of support for programs and personnel in all areas in which the SBCJC staff has responsibility. Incumbent will be responsible for providing training. Additionally, the incumbent will collect and make available both print and non-print materials and equipment required to support the training and educational missions of the community and junior colleges, the SBCJC, and workforce training recipients. The Resource Manager will develop and maintain an ongoing inventory of existing programs and resources, will monitor programs, and provide internal auditing to ensure compliance with state and federal policies, guidelines, and requirements. The Resource Manager will develop and operate a system of educational services, which supports quality development and quality management in all sectors. Responsibilities include planning, directing, assessing, and reporting of activities in a manner that assures quality results.

Examples of Work:

The following examples are intended only as illustrations of the various tasks performed by the incumbent in this position. These examples are not meant to be exhaustive; they are representative of the general functions of this position.

1. Assists SBCJC staff, community and junior college personnel, employees and employers by providing essential resources;
2. Provides staff development to identified clients as needs are determined;
3. Performs research and reporting functions;
4. Assures appropriate emphasis on the development of quality programs through conferences, awards programs, and other means of recognition;
5. Acquires and maintains a high quality inventory of books, audio and video tapes, training aids, software packages, and other materials and equipment required to meet customer needs;
6. Develops and maintains inventories of existing resources to support customer training and development initiatives;
7. Provides support for conferences, workshops, and other training initiatives;
8. Develops training plans and conducts research;
9. Monitors SBCJC supported projects (both internally and externally) for both programmatic and financial correctness; and
10. Offers support services to SBCJC program efforts as assigned.

Minimum Requirements:

A bachelor's degree from an accredited college or university with a minimum of four years related experience.

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PUBLICATIONS/MEDIA SPECIALIST

Characteristics of Work:

This is a highly professional position that requires the individual to possess both knowledge of media sources with the ability to reach the appropriate markets and a broad knowledge or the ability and commitment to acquire such knowledge of the SBCJC system. The individual creates, develops, coordinates, and manages communications and informational materials that present all SBCJC programs and initiatives to a varied audience and reflect and record the image of the entire system as it exists and as it transforms.

Examples of Work:

The following examples are intended only as illustrations of the various tasks performed by the incumbent in this position. These examples are not meant to be exhaustive; they are representative of the general functions of this position.

1. Creates (print and nonprint) statewide initiatives;
2. Writes newsletter (Skill/Tech News): Research, write articles, solicit copy, design and layout;
3. Writes press releases supporting SBCJC activities;
4. Produces Mississippi Quality Award Program materials (five publications plus all annual conference materials);
5. Produces promotional materials supporting the marketing efforts of Skill/Tech Centers and the community college career centers;
6. Writes presentation and promotional materials to support the SBCJC staff;
7. Networks with community college public relations staffs to acquire best practices and other articles;
8. Engages in any other activities that aid in gaining broad knowledge of the activities of the SBCJC;
9. Designs publications as needed;
10. Develops and implements a long range marketing program;
11. Coordinates the marketing program with all phases of economic development;
12. Works closely with Career Centers, assisting them with developing their own marketing plan, synchronizing it with the state plan;
13. Creates working relationships with print and non-print media;
14. Organizes and manages public information program; and
15. Engages in other duties as assigned.

Minimum Requirements:

A master's degree from an accredited college or university in marketing, business, or any other appropriate field with work experience related to writing, production and managing public relations responsibilities. Preferred experience using Macintosh computer with software that includes QuarkXpress, Adobe Protoshop, Aldus Persuasion and Claris Works. Knowledge of service bureau and printing procedures. Related experience and/or education may be substituted equally.

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ASSOCIATE EXECUTIVE DIRECTOR OF PROGRAMS

Characteristics of Work:

This is professional administrative work that requires providing oversight and direction for the overall management and coordination of the Program Division. Additional responsibilities include coordinating activities with the State Legislature, developing standards related to colleges' needs, managing post-secondary vocational programming, and other programs as directed by the Executive Director. These administrative duties include planning, directing, assessing, and reporting of activities in a manner that assures quality results.

Examples of Work:

The following examples are intended to be illustrations of the various tasks performed by the incumbent in this position. These examples are not meant to be exhaustive; they are representative of the general functions of this position.

1. Processes and presents all applications for education programs in the community and junior college system;
2. Serves as liaison with the State Legislature and tracks legislation pertinent to community and junior colleges and upon request, gives legislative committee testimony and provides information to the legislature;
3. Supervises and reviews curriculums;
4. Participates in accreditation and articulation activities;
5. Represents agency through oral and written communications and reports;
6. Researches and reports on educational issues and special projects;
7. Oversees the administration, coordination, and operation of state, federal, and/or local programs, as required by state and/or federal legislation; to include ABE/GED and workforce education;
8. Supervises program division personnel; and
9. Carries out other program responsibilities as directed.

Minimum Requirements:

A master's degree from an accredited college or university with five (5) years related work experience. Related experience may be substituted on an equal basis for the educational requirement or related education may be substituted on an equal basis for work experience.

DIRECTOR OF WORKFORCE EDUCATION

Characteristics of Work:

This is professional administrative work that requires providing oversight and direction for the overall management and coordination of the Workforce Education programs, including but not limited to, projects funded through state, federal and /or local monies. Workforce Education programs may be funded through a variety of sources and may change as funding becomes available. This position reports directly to the Associate Executive Director of Programs. The Director must establish and maintain an effective interface with the State Workforce Development Council and the 15 Community and Junior College Career Centers. The incumbent will be responsible for ensuring project management, oversight, and approval in a manner that assures the best use of resources and compliance with SBCJC policy and state law. The incumbent in this position is also responsible for close cooperation and coordination with other state agencies, the Executive Director, members of the State Board for Community and Junior Colleges and college presidents, and for providing support and staffing for the State Workforce Development Council. These administrative duties include planning, directing, assessing, and reporting of activities in a manner that assures quality results.

Examples of Work:

The following examples are intended only as illustrations of the various tasks performed by the incumbent in this position. These examples are not meant to be exhaustive; they are representative of the general functions of this position.

1. Oversees the administration, coordination, and operation of state, federal, and/or locally funded Workforce Education programs offered through the community and junior college system;
2. Serves as liaison to SBCJC staff in other divisions, college personnel, other state agencies and the general public related to the coordination of Workforce Education programs;
   a. Employee/Employer Training Programs
   b. Project Development
   c. Partnership Development
   d. Project assessment and evaluation using quantifiable Measures of Effectiveness (M.O.E.'s);
   e. Budgeting
3. Receives, reviews, and ensures tasks from the SBCJC and the State Workforce Development Council are acted on;
4. Supervises Workforce Education personnel;
5. Represents the agency through oral and written communications and reports;
6. Develops and/or maintains thorough working knowledge of all levels of state and federal statutes and related guidelines which pertain to the operation of the workforce and education program;
7. Assures the operational compliance with all applicable state and federal statutes and guidelines; and
8. Establishes and maintains data collection system required to document and justify resource utilization.

Minimum Requirements:

A bachelor's degree from an accredited college or university with a minimum of four years related experience.

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STATE BOARD FOR COMMUNITY AND JUNIOR COLLEGES POLICIES AND PROCEDURES MANUAL	**Section 5:** Staff Positions
	Title: Program Specialist - Workforce Education
Initial Date of Adoption: September 16, 1996	**Reference:**
Revision Date: July 1, 1999	**Code Number:** 5.23 **Page:** 1 of 1

PROGRAM SPECIALIST - WORKFORCE EDUCATION

Characteristics of Work:

This position reports directly to the Associate Executive Director of Programs. The specialist must establish and maintain an effective interface with the State Workforce Development Council and the 15 Community and Junior College Career Centers. The incumbent will be responsible for project management, oversight, and approval in a manner that assures the best use of resources and compliance with SBCJC policy and state law. The incumbent in this position is also responsible for close cooperation and coordination with other state agencies, the Executive Director, the State Board for Community and Junior Colleges Board and Presidents, and is responsible for providing support and staffing for the State Workforce Development Council. Responsibilities include planning, directing, assessing, and reporting of activities in a manner that assures quality results.

Examples of Work:

The following examples are intended only as illustrations of the various tasks performed by the incumbent in this position. These examples are not meant to be exhaustive; they are representative of the general functions of this position.

1. Directs, plans, budgets, and provides oversight of Career Center projects;
2. Advises SBCJC staff and Career Centers related to the coordination and development of:
   a. Employee/Employer Training Programs
   b. Project Development
   c. Partnership Development
   d. Project assessment and evaluation using quantifiable Measures of Effectiveness (M.O.E.'s);
3. Drafts contracts for use of consultants;
4. Receives, reviews, and executes tasks from the SBCJC and the State Workforce Development Council actions;
5. Provides financial management by developing and monitoring budget;
6. Develops and/or maintains thorough working knowledge of all levels of state and federal statutes and related guidelines which pertain to the operation of the workforce and education program;
7. Assures the operational compliance with all applicable state and federal statutes and guidelines; and
8. Establishes and maintains data collection system required to document and justify resource utilization.

Minimum Requirements:

A bachelor's degree from an accredited college or university with a minimum of four years related experience.

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STATE BOARD FOR COMMUNITY AND JUNIOR COLLEGES POLICIES AND PROCEDURES MANUAL	**Section 5:** Staff Positions
	Title: Program Specialist - Adult Education/GED
Initial Date of Adoption: July 1, 1997	**Reference:**
Revision Date: October 2, 1998	**Code Number:** 5.24 **Page:** 1 of 1

PROGRAM SPECIALIST - ADULT EDUCATION/GED

Characteristics of Work:

The program specialist for Adult Education/GED is responsible for providing oversight and direction for the ABE/GED program, including but not limited to the following: project approval, coordination, standards development, and support for the State Workforce Development Council. Responsibilities include planning, directing, assessing, and reporting of activities in a manner that assures quality results. The Adult Basic Education (ABE)/ General Equivalency Diploma (GED) program specialist is the person with whom the U.S. Department of Education and the GED Testing Service have regular contact regarding policies, procedures, issues, and problems.

Examples of Work:

The following examples are intended only as illustrations of the various tasks performed by the incumbent in this position. These examples are not meant to be exhaustive; they are representative of the general functions of this position.

1. Administers the GED testing and ABE program within jurisdiction in conformity with the GED Examiner's Manual and federal guidelines from the U.S. Department of Education;
2. Directs overall operation of program;
3. Directs, plans, budgets, and coordinates all financial matters of the program;
4. Designs programs to meet the needs of potential students and GED examinees;
5. Reviews and approves memoranda of agreement and project applications;
6. Identifies locations for GED testing centers at appropriate institutions;
7. Appoints chief and alternate examiners, and proctors;
8. Oversees essay scoring for jurisdiction in cooperation with GEDTS;
9. Ensures that accurate and complete test and credential records of GED examinees are kept;
10. Recommends to Associate Executive Director of Programs reasonable and equitable GED testing fees;
11. Provides technical assistance to local programs and other agencies delivering services for adults;
12. Provides training for examiners, local ABE directors, instructors, aides, and volunteer tutors;
13. Gathers and reports data for the U.S. Department of Education and GEDTS, as requested;
14. Monitors contracts, test administration, and storage of secure materials;
15. Directs all public relations and marketing of the program;
16. Provides local programs information related to ADA and other federal and state accessibility requirements to enhance accessibility of classes and GED testing for diverse populations, including racial minorities, ethnic minorities, and adults with disabilities;
17. Closes GED Testing Centers when a violation of security occurs or whenever circumstances warrant such action; and
18. Oversees investigations of security violations through on-site visits.

Minimum Requirements:

A master's degree from an accredited college or university with a minimum of 3 years experience in administration, counseling, testing, or adult education. Related experience and/or education may be substituted equally.

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PROGRAM SPECIALIST-ADULT BASIC EDUCATION

Characteristics of Work:

This position will assist in the overall coordination and oversight of Adult Basic Education and GED programs, the administration and oversight of Rural Health Corps programs and the Commission on Proprietary Schools and College Registration, staff development meetings for SBCJC programs, and technical assistance for SBCJC subgrantees from both a programmatic and financial standpoint, and assist with all facets of the operation of the programs division.

Examples of Work:

The following examples are intended only as illustrations of the various tasks performed by the incumbent in this position. These examples are not meant to be exhaustive; they are representative of the general functions of this position.

1. Assists in development and the oversight of all aspects of Adult Basic Education and GED programs, which includes development of the RFP process, local contract negotiations and approval, technical assistance and staff development;
2. Provides the work related to the Commission on Proprietary Schools and College Registration, including but not limited to the review of applications and fees, working with the Commission, and acting as the liaison to others on all proprietary schools information, complaints and questions;
3. Coordinates the overall administration of Rural Health Corps programs operated through agreements with the Mississippi State Extension Service (MSU-ES) and five colleges (East Central, Itawamba, Holmes, Northeast MS and Northwest MS Community Colleges); which includes but is not limited to the coordination of memorandum of agreements, acting as a liaison to the applicable parties and specified Councils in the administration of these projects, and ensuring programmatic and financial project reporting and monitoring is provided;
4. Assists in internal and external audits of SBCJC programs;
5. Assures through technical assistance and contractual negotiations that local program operators are made aware of all federal and state regulations and guidelines for all programs;
6. Coordinates staff development with subgrantees and vendors, which includes but is not limited to assessing staff development needs, evaluating activities offered, assessing needs, and coordinating training with other agencies and literacy providers; and
7. Manages responsibilities as a member of SBCJC team(s).

Minimum Requirements:

A bachelor's degree from an accredited college or university. In addition, experience in government contracts, monitoring, and adult education programs is preferred.

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SECTION 6

LEAVES AND ABSENCES

STATE BOARD FOR COMMUNITY AND JUNIOR COLLEGES POLICIES AND PROCEDURES MANUAL	**Section 6** - Leaves And Absences
	Title: Personal Leave
Initial Date of Adoption: June 18, 1992	**Reference:**
Revision Date: November 19, 1999	**Code Number:** 6.1 **Page:** 1 of 1

PERSONAL LEAVE

Personal leave is granted to full-time employees after one month of continuous service at a rate of 12 hours per month (accrued). Personal leave is accrued at this rate through the end of the third year of service. At the beginning of the fourth year of service through the end of the eighth year of service, personal leave shall be accrued at a rate of fourteen (14) hours per month. At the beginning of the ninth year of service through the end of the fifteenth year of service, personal leave shall be accrued at a rate of sixteen (16) hours per month. Employees who have in excess of fifteen years of service shall accrue personal leave at a rate of eighteen (18) hours per month. Part-time employees earn personal leave on a pro-rata basis.

Personal leave shall be credited at the end of the period in which it is earned and may not be used in advance of accrual. It may be taken upon approval of written request by the employee after it has been accrued.

Other leave policies are as follows:

1. Personal leave may be used for vacations and personal business as scheduled by the Executive Director and shall be used for illnesses of the employee requiring absences of one (1) day or any portion of a day. Personal leave may also be used for an illness in the employee's family.

2. Personal leave shall be cumulative and there shall be no limit to the accumulation of personal leave. An employee transferring from another state agency or another approved entity without a break in service shall be given credit for unused leave.

3. Accrued personal leave, with the exception of personal leave used for the illness of the employee or a member of the employee's immediate family, shall be scheduled and granted at such time as will assure continuity and efficiency of office operations.

4. Upon termination of employment, each employee will be paid for not more than thirty (30) working days of accrued personal leave. Accrued personal leave in excess of thirty (30) days shall be counted as creditable service for the purposes of the retirement system. At no time will an employee be paid for accrued personal leave while still employed by the Board.

5. Official state holidays, Saturdays, and Sundays are not chargeable to personal leave when such days fall within a period in which personal leave may be taken.

6. Personal leave may accumulate while an employee is on authorized and approved personal, major medical, administrative, or military leave. Personal leave cannot accumulate while an employee is on leave without pay.

7. Equivalent compensation for unused accrued personal leave shall be paid, in addition to compensation earned, to the designated beneficiary or estate of a deceased employee or, in the absence of such designations, to the beneficiary of such employee as recorded with the Public Employee's Retirement System.

8. When a termination date has been administratively established so as to permit an employee to take accrued personal leave, the pay status of the employee shall not be extended for the purpose of granting any non-work days occurring during the period of terminal leave. Such non-work days are those which are legally or administratively declared holidays.

9. Personal leave may be used to supplement major medical leave.

10. Personal and/or major medical leave may be transferred from one state employee to another in the event of catastrophic illness, according to the stipulations as defined in Code Section 25-3-95.

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STATE BOARD FOR COMMUNITY AND JUNIOR COLLEGES POLICIES AND PROCEDURES MANUAL	Section 6 – Leaves And Absences
	Title: Major Medical Leave
Initial Date of Adoption: June 18, 1992	**Reference:**
Revision Date: November 19, 1999	**Code Number:** 6.2 **Page:** 1 of 2

MAJOR MEDICAL LEAVE

Major medical leave is granted to full-time employees after one month of continuous service at a rate of eight (8) hours per month (accrued). Major medical leave is accrued at this rate through the end of the third year of service. At the beginning of the fourth year of service through the end of the eighth year of service, major medical leave shall be accrued at a rate of seven (7) hours per month. At the beginning of the ninth year of service through the end of the fifteenth year of service, major medical leave shall be accrued at a rate of six (6) hours per month. Employees who have in excess of fifteen years of service shall accrue major medical leave at a rate of five (5) hours per month. Part-time employees earn major medical leave on a pro-rata basis.

All requests for major medical leave shall be approved in writing by the Executive Director. Employees who are absent due to pregnancy shall report the period of their major medical leave by written request on the day that they return to work. Staff members who are ill shall be responsible for notifying the Executive Director (or immediate supervisor) as soon as possible of their illness and the date they expect to return to duty. If it is impossible to estimate the date of return when reporting an absence covered by major medical leave, it is the staff member's responsibility to provide such estimate without delay when a forecast is possible.

Major medical leave shall be credited at the end of the period in which it is earned and may not be used in advance of accrual.

Other major medical leave policies are as follows:

1. Major medical leave may be used for the illness or injury of an employee or a member of the employee's immediate family only, after one day of personal leave or leave without pay has been used for such illness. Immediate family is defined as a spouse, parent, step-parent, sibling, child, step-child, grandchild, grandparent, son- or daughter-in-law, mother- or father-in-law, or brother- or sister-in-law. Major medical leave may also be used for regularly scheduled doctor's visits for the continuing treatment of a chronic disease in lieu of personal leave when previously approved and accompanied by a doctor's statement to this effect.

2. An employee may use up to three (3) days of earned major medical leave in any calendar year because of the death in the immediate family requiring the employee's absence from work. No qualifying time of personal leave will be required to use medical leave for this purpose. The immediate family is defined as spouse, parent, step-parent, sibling, child, stepchild, grandchild, grandparent, son- or daughter-in-law, mother- or father-in-law, or brother- or sister-in-law.

3. For each absence due to illness or injury in excess of thirty-two (32) working hours, approval of major medical leave is contingent upon a written doctor's statement.

4. Personal leave may be used to supplement major medical leave; major medical leave may not be used to supplement personal leave.

5. Major medical leave may be accumulated while on authorized personal or major medical leave; however, an employee may not accumulate major medical leave while on leave without pay.

6. Official state holidays, Saturdays, and Sundays are not chargeable to major medical leave when they fall within the period in which major medical leave may be taken.

7. When an illness of more than one day occurs within a period of personal leave, the period of illness may be charged to major medical leave and the period of personal leave reduced for such major medical leave submitted by the employee within two (2) days after returning to work.

8. Upon termination of employment, no employee shall receive payment of any accrued major medical leave unless the employee presents medical evidence that his/her physical condition is such that he/she can no longer work in any available capacity within the organization. In this event, only the major medical leave accrued, not to exceed 120 days, may be paid.

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MAJOR MEDICAL LEAVE (Continued)

9. Unused major medical leave shall be accounted as creditable service for the purpose of the State Employees' Retirement System.

10. Cases of chronic absence or apparent abuse of major medical leave provisions will be reviewed by the Executive Director to determine what disciplinary action, if any, will be taken.

11. Personal and/or major medical leave my be transferred from one state employee to another in the event of catastrophic illness, according to the stipulations as defined in Code Section 25-3-95.

STATE BOARD FOR COMMUNITY AND JUNIOR COLLEGES POLICIES AND PROCEDURES MANUAL	**Section 6** – Leaves And Absences
	Title: Maternity Leave
Initial Date of Adoption: June 18, 1992	**Reference:**
Revision Date:	**Code Number:** 6.3 **Page:** 1 of 1

MATERNITY LEAVE

1. The first absence from duty for a visit to a physician's office or other clinic for diagnosis of a pregnancy does require the use of personal leave, but subsequent absences for treatment of this condition may be charged to major medical leave.

2. The point at which maternity leave commences is a matter for the employee and the employee's attending physician to determine. An employee should provide the Executive Director with written notification and obtain approval prior to commencing maternity leave. The notification should include the date the employee intends to leave, expected delivery date, and, if the employee intends to return to work, the date of expected return. If the employee does not intend to return to work, the position may be filled once maternity leave commences. If the employee does intend to return to work and the expected return date should change, the employee should notify the Executive Director as soon as possible. Notification of maternity leave should be given at least thirty (30) days prior to the date the employee expects the leave to begin.

STATE BOARD FOR COMMUNITY AND JUNIOR COLLEGES POLICIES AND PROCEDURES MANUAL	Section 6 - Leaves And Absences
	Title: Military Leave
Initial Date of Adoption: June 18, 1992	**Reference:**
Revision Date:	**Code Number:** 6.4 **Page:** 1 of 1

MILITARY LEAVE

1. Military leave, not to exceed four (4) working days, may be granted to an employee for the purpose of reporting for a physical examination at a distant point, provided that such an examination results from an official order by military authorities. A copy of the order should be submitted along with the request for military leave.

2. All employees who are members of an active or reserve military unit of the Armed Forces of the United States or the State of Mississippi shall be entitled to leave provided such leave request is accompanied with official military orders. Compensation for such leave shall be consistent with the number of days an employee is to be on military duty as is indicated in the official military orders. Leave in excess of that which is supported by military orders shall not be compensated by the Board and shall be charged to personal leave or leave without pay. This section applies to both scheduled reserve duty and active military service.

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STATE BOARD FOR COMMUNITY AND JUNIOR COLLEGES POLICIES AND PROCEDURES MANUAL	Section 6 - Leaves And Absences
	Title: Leave Without Pay
Initial Date of Adoption: June 18, 1992	**Reference:**
Revision Date:	**Code Number:** 6.5 **Page:** 1 of 1

LEAVE WITHOUT PAY

1. Leave without pay may be granted to an employee who has taken all accumulated personal and/or major medical leave, as shown by a review of the employee's record, where the Executive Director feels that it is in the best interest of the agency. Leave without pay may also be granted to an employee who has not exhausted personal or medical leave if the Executive Director determines that a proper work flow can be maintained during such absence.

2. Payment for holidays occurring during the interim of leave without pay shall not be allowed, except those instances where the holiday occurs on the day the employee is due to report back to work.

3. Leave without pay shall not be considered as time for purposes of leave accrual, retirement or other compensable consideration of employment.

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STATE BOARD FOR COMMUNITY AND JUNIOR COLLEGES POLICIES AND PROCEDURES MANUAL	**Section 6** - Leaves And Absences
	Title: Administrative Leave
Initial Date of Adoption: June 18, 1992	**Reference:**
Revision Date:	**Code Number:** 6.6 **Page:** 1 of 1

ADMINISTRATIVE LEAVE

1. An employee who has been summoned or subpoenaed by a court to serve as a litigant or member of a jury may be granted administrative leave with pay by the Executive Director. Such services or necessary appearance in court shall not be counted as personal leave. A copy of the summons or subpoena should be admitted along with the request for administrative leave. A statement from the clerk of court is also necessary in order to determine on which dates the employee's presence is required.

2. The Governor or the Executive Director may grant administrative leave with pay to employees, without charge to any accumulated leave balances, in the event of extreme weather conditions or in the event of a man-made, technological or natural disaster, or other emergency.

3. Employees are encouraged to participate in the election process as the opportunity arises. Employees are encouraged to exercise the right to vote before and after regular office hours. Employees who must travel a distance to vote will be granted such time as is necessary to arrive at their prospective places by the Executive Director. Approval for this time must be granted in advance of departure.

4. At the discretion of the Executive Director, an employee may use personal leave for the purpose of serving as an election poll worker.

FAMILY AND MEDICAL LEAVE ACT OF 1993

The Family and Medical Leave Act of 1993 entitles employees who have been employed for 12 consecutive months with the State to take a total of 12 work weeks of leave during a 12-month period. The 12-month period will begin from the time the employee is initially placed on family medical leave. The leave may be taken for one or more of the following reasons:

Birth of a child, adoption or foster care of a child;

Care for the serious health condition of a spouse, child or parent of the employee; or

A personal, serious health condition that makes the employee unable to perform the functions of his/her position.

Payment for leave taken under the provisions of this Act is not guaranteed, nor are 12 work weeks of leave guaranteed each employee if married individuals are employed by one agency. Health insurance will be paid by the Board during the time an employee is on leave for one of the three conditions listed above. Other provisions of the Family and Medical Leave Act are available upon request.

STATE BOARD FOR COMMUNITY AND JUNIOR COLLEGES POLICIES AND PROCEDURES MANUAL	Section 6 - Leaves And Absences
	Title: Compensatory Time
Initial Date of Adoption: June 18, 1992	**Reference:**
Revision Date: November 19, 1999	**Code Number:** 6.8 **Page:** 1 of 1

COMPENSATORY TIME

1. Compensatory leave shall be administered according to Mississippi Code Annotated Section 25-3-92 (1) (1972).

   Compensatory leave shall be awarded to professional staff of the Board at an accrual rate equal to the amount of time worked. No compensatory leave will be awarded unless prior approval of the Executive Director is obtained. Compensatory leave will be awarded when it is essential that a Board employee work after normal working hours such as:

   a. Time worked on Saturday, Sunday and state Holidays.
   b. Time worked at night meetings
   c. Other times as deemed appropriate by the Executive Director.

   Use of compensatory leave is subject to prior approval of the Executive Director.

   Compensatory leave may be used for those purposes for which personal leave may be used except that compensatory leave may not be used in lieu of personal leave or leave without pay for the first day of an illness of an employee.

   It is strongly recommended that compensatory leave not be taken on Friday. In no case will more than one professional staff be approved to take compensatory leave on Friday unless deemed appropriate by the Executive Director.

2. All employees covered by the Fair Labor Standards Act will be granted compensatory time off at a rate of time and one-half for all hours worked over 40 hours in a work-week. Employees may accrue up to 240 hours of compensatory time. If an employee who is covered by the Fair Labor Standards Act accrues more than 240 hours of compensatory time, the additional hours will be paid.

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SECTION 7

EMPLOYEE BENEFITS

STATE BOARD FOR COMMUNITY AND JUNIOR COLLEGES POLICIES AND PROCEDURES MANUAL	**Section 7:** Employee Benefits
	Title: Holidays
Initial Date of Adoption: June 18, 1992	**Reference:**
Revision Date:	**Code Number:** 7.1 **Page:** 1 of 1

HOLIDAYS

The Board shall observe holidays consistent with those observed by other state agencies. Additional holidays awarded by the Governor but left to the discretion of agency heads shall be administered by the Executive Director.

STATE BOARD FOR COMMUNITY AND JUNIOR COLLEGES POLICIES AND PROCEDURES MANUAL	**Section 7:** Employee Benefits
	Title: Health and Life Insurance
Initial Date of Adoption: June 18, 1992	**Reference:**
Revision Date:	**Code Number:** 7.2 **Page:** 1 of 1

HEALTH AND LIFE INSURANCE

Employees covered by the Public Employees Retirement System may participate in the group medical and life insurance programs. Premiums for this coverage are handled through payroll deductions. Eligibility is available on date of employment and upon completion of required forms.

STATE BOARD FOR COMMUNITY AND JUNIOR COLLEGES POLICIES AND PROCEDURES MANUAL	**Section 7:** Employee Benefits
	Title: Workers' Compensation
Initial Date of Adoption: June 18, 1992	**Reference:**
Revision Date:	**Code Number:** 7.3 **Page:** 1 of 1

WORKERS' COMPENSATION

All employees are covered by Workers' Compensation Insurance. An employee injured on the job is entitled to financial and medical aid under the Workers' Compensation Insurance program in accordance with state law. All injuries must be promptly reported to the Executive Director.

STATE BOARD FOR COMMUNITY AND JUNIOR COLLEGES POLICIES AND PROCEDURES MANUAL	**Section 7:** Employee Benefits
	Title: Social Security
Initial Date of Adoption: June 18, 1992	**Reference:**
Revision Date:	**Code Number:** 7.4 **Page:** 1 of 1

SOCIAL SECURITY

Employees are provided old age, survivors and disability insurance coverage by the federal Social Security Administration.

STATE BOARD FOR COMMUNITY AND JUNIOR COLLEGES POLICIES AND PROCEDURES MANUAL	**Section 7:** Employee Benefits
	Title: Public Employees Retirement System
Initial Date of Adoption: June 18, 1992	**Reference:**
Revision Date:	**Code Number:** 7.5 **Page:** 1 of 1

PUBLIC EMPLOYEES RETIREMENT SYSTEM

Employees are covered by the Mississippi Public Employees Retirement System and are required to comply with the provisions of the law establishing the system. Optional benefits are available at the employee's expense.

STATE BOARD FOR COMMUNITY AND JUNIOR COLLEGES POLICIES AND PROCEDURES MANUAL	**Section 7:** Employee Benefits
	Title: Credit Union
Initial Date of Adoption: June 18, 1992	**Reference:**
Revision Date:	**Code Number:** 7.6 **Page:** 1 of 1

CREDIT UNION

Employees are eligible to join the Jackson USDA Credit Union which offers an opportunity to save and borrow money, as well as an opportunity to purchase automobile insurance. Employees may join by paying the customary entrance fee and deposit set by the Credit Union. Loan installments, savings payments and insurance payments may be handled through payroll deduction.

UNEMPLOYMENT COMPENSATION

Employees may be eligible for unemployment compensation as set forth in House Bill No. 1022, Chapter 519, Regular Legislative Session 1971, and administered by the Mississippi Employment Security Commission.

DEFERRED COMPENSATION PLAN

Employees are eligible to participate in the Mississippi Deferred Compensation Plan which is designed to supplement social security, state retirement, other retirement plans and savings.

STATE BOARD FOR COMMUNITY AND JUNIOR COLLEGES POLICIES AND PROCEDURES MANUAL	**Section:** Personnel Policies
	Title: Supplemental Insurance
Initial Date of Adoption: November 18, 1992	**Reference:**
Revision Date: November 19, 1999	**Code Number:** 7.9 **Page:** 1 of 1

SUPPLEMENTAL INSURANCE

Cancer, intensive care, accidental death and dismemberment, long-term disability and dental insurance coverage's are available at the employee's expense.

STATE BOARD FOR COMMUNITY AND JUNIOR COLLEGES POLICIES AND PROCEDURES MANUAL	**Section:** Personnel Policies
	Title: MPACT
Initial Date of Adoption: July 1, 1996	**Reference:**
Revision Date	**Code Number:** 7.10 **Page:** 1 of 1

MPACT

The Mississippi Prepaid Affordable College Tuition Program (MPACT) is a program through which some of the costs associated with higher education (tuition and mandatory fees) may be paid in advance and fixed at a guaranteed level for the duration of the undergraduate enrollment.

CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT OF 1986 (COBRA)

Continuation coverage of health insurance is available to employees and their covered dependents at the established premium rate under the COBRA after certain qualifying events occur. The COBRA provisions cover only those individuals who have no other health insurance coverage and continuation coverage ceases at the expiration of the allowed 18 or 36 months, as the case may be. It can end earlier in case of any of the following:

1. The State of Mississippi no longer provides group health coverage to any of its employees;
2. The premium for continuation coverage is not paid on time;
3. A qualified beneficiary becomes covered under another group health plan, unless that plan contains any exclusions or limitations with respect to any pre-existing conditions a qualified beneficiary may have;
4. A qualified beneficiary becomes entitled to Medicare;
5. Coverage is extended for up to 29 months due to a qualified beneficiary's disability and there has been a final determination that the qualified beneficiary is no longer disabled.

Eligibility for COBRA coverage includes the following provisions:

Employees who have terminated employment with the Board for reason other than gross misconduct on the employee's part or have a reduction in work hours are eligible to continue insurance coverage for 18 months;

Dependents of an employee who dies may retain coverage for 36 months;

The spouse of an employee covered by the State Mississippi Comprehensive Health Plan (CHP) has the right to choose continuation coverage under certain circumstances;

Spouses of employees, in the event of death or separation, may retain coverage for 36 months; and

Dependent children no longer eligible for inclusion in family coverage may receive up to 36 months of insurance coverage.

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SECTION 8

BUSINESS MANAGEMENT

PURCHASING PROCEDURES - GENERAL

The State of Mississippi has adopted stringent controls on the procurement of goods and services. The Office of Purchasing and Travel, Department of Finance and Administration, is responsible for supervising the procurement activities of all state agencies, departments, and institutions. The Office of Purchasing and Travel's regulatory activities include the purchase of all commodities, equipment, furniture, personal and real property, and construction and repairs. The purchasing regulations and guidelines are included within the Mississippi Agency Accounting Policies and Procedures Manual, which serves as a reference source for the Office.

To ensure compliance with state law, the SBCJC has mandated that all purchases shall be made through the officially designated department. In order to have a purchase made, the steps outlined in this manual must be followed. Any deviation from this policy may result in a violation of the State Purchasing Law.

Request for Purchase

Whenever an employee wishes to have an item purchased, he or she must make the request on a Purchase Requisition. A properly authorized Purchase Requisition shall initiate the purchase of services, commodities and equipment. (See SBCJC Form 3.12.) The item, quantity, requester's name and date, and the program to be charged must be completed on Form 3.12. Other information such as the price and vendor are helpful.

A completed requisition should be given to the Finance Director for a signature as to the availability of funds. The Finance Director will forward the Purchase Requisition to the Executive Director for his signature of approval to initiate a purchase order (if necessary). Once approved by the Executive Director, the requisition is given to the purchasing agent for the agency.

The purchase of goods requested will be made after verifying the data and ensuring that the purchase will be in compliance with all state and federal guidelines. The purchasing agent will determine the proper purchasing mechanism to comply with guidelines and to ensure the most efficient means of delivery.

Purchase regulations are to be followed on all merchandise purchased. This includes purchasing from state contract, solicitation of competitive bids and advertising. State law requires that written quotations are to be obtained on all items to be purchased between $1,500 and $10,000 unless the items are on state contract. The SBCJC requires that at least two quotes be obtained on items less than $1,500, as a cost savings measure, unless the items are sole source or on state contract. When purchases exceed $10,000, written bids are required which must be advertised for at least two weeks. Items which are on state contract are required to be ordered from the state vendor unless an exemption is authorized by the Office of Purchasing and Travel, Department of Finance and Administration.

The procurement of data processing equipment, software and services, and the procurement of telecommunications equipment, systems and related services must follow the policies and procedures as set forth by the Central Data Processing Authority.

A purchase order will not be processed without a properly authorized and completed purchase requisition. A purchase order will be prepared when necessary by the purchasing agent. A copy of the purchase order will be transmitted to the requesting division at the time it is mailed to the vendor; a copy will also be forwarded to the receiving clerk when appropriate. (Refer to Receiving Goods below.)

A copy of the purchase order will be forwarded to the accounts payable processor to ensure that payment is properly made.

All communications with vendors, suppliers, etc., shall be made by or through the purchasing agent.

Sequentially numbered purchase orders are to be used and strictly accounted for by numbers.

No splitting of purchase orders or billings shall be made to avoid solicitation of bids or advertising for bids.

Any employee initiating the purchase of services, commodities and equipment without proper authorization and approval through the purchase requisition and purchase order process may be held personally liable, and/or terminated.

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Receiving Goods

Once the Purchase Order has been processed and supplies or services ordered, a copy of the purchase order is to be delivered to the SBCJC secretary/receptionist who shall serve as the Receiving Clerk. When supplies are delivered, the receiving clerk shall compare items listed on the purchase order to the actual supplies delivered as to item ordered, quantity, quality and color, etc. Claims are to be filed promptly for goods damaged in shipment.

The Receiving Clerk must sign and date the Receiving Report and the matching purchase order, attach the delivery tickets to it, and submit all documentation to the SBCJC purchasing agent. The purchasing agent will match all documents from the Receiving Clerk, as well as the invoice, with the original purchase order and will then pass all purchasing documentation on to the Accounting Assistant who will act as the Accounts Payable Clerk.

If the items delivered are not what was ordered or the goods are damaged, the shipment should be refused and the purchasing agent should be contacted.

Goods and services will not be accepted by the Receiving Clerk without an authorized purchase order being on file.

Payment

Once supplies/equipment have been received, services rendered and an invoice received, a Payment Voucher shall be processed. Original invoices are to be matched with purchase orders and receiving reports before approval for payment is requested of the Executive Director. Proper invoice numbers should be reported on the payment voucher to ensure that duplicate payments are not made. Invoice computations and pricing are to be verified by the accounts payable clerk before approval for payment is requested. Payment vouchers are to be processed within three (3) working days of receipt of properly matched invoice.

Reconciliations are to be performed monthly.

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STATE BOARD FOR COMMUNITY AND JUNIOR COLLEGES POLICIES AND PROCEDURES MANUAL	**Section 8:** Business Management
	Title: Purchasing Policy
Initial Date of Adoption: October 19, 1995	**Reference:**
Revision Date: November 19, 1999	**Code Number:** 8.2 **Page:** 1of 1

PURCHASING POLICY

The State Board for community and Junior Colleges (SBCJC) will adhere to all state purchasing laws, rules and regulations in accordance with Mississippi Code Ann., Section 31-7-13, the Mississippi Agency Accounting Policies and Procedures Manual and the Mississippi Procurement Manual. All purchases will be made within SBCJC's approved operating budget using agency-approved purchase requisition forms.

Purchases of more than $1,500 but not more than $10,000

The SBCJC does hereby authorize the Executive Director, or his designee, to accept the lowest and best competitive written bid when the purchasing process involves an expenditure of more than one thousand five hundred dollars ($1,500.00) but not more than ten thousand dollars ($1,000.00). (Effective July 1, 1998).

Purchases of more than $10,000

When advertising and receiving bids for the purchase of items which involve an expenditure of more than ten thousand dollars ($10,000.00), the SBCJC does hereby authorize the Purchasing and Records Technician and other designees of the Executive Directors as its official agents to receive bids, to open bids, and to record and tabulate the bid quotes in an open proceeding as advertised by law. They shall file with the SBCJC a full written report at the next official board meeting for acceptance or rejection.

STATE BOARD FOR COMMUNITY AND JUNIOR COLLEGES POLICIES AND PROCEDURES MANUAL	**Section 8:** Business Management
	Title: Purchase of Food/Meals for Business Meetings
Initial Date of Adoption: August 15, 1996	**Reference:**
Revision Date: November 19, 1999	**Code Number:** 8.3 **Page:** 1 of 1

PURCHASING FOOD/MEALS FOR BUSINESS MEETINGS

In addition to all standard SBCJC purchasing procedures, the following procedures will be followed for all purchases of food and drinks for business meetings.

1. A purchase requisition (SBCJC form #3.12) will be completed by the requester. In the event a meal is being requested, the requisition must clearly state the reason it would be more efficient to provide the food on site rather than leave the premises. The Executive Director or his designee will approve the requisition if he/she determines the activity is reasonably related and incident to achieve a particular goal or perform a particular function which has been imposed by legislative enactment(s).

2. Once the requisition has been approved, the food and/or drinks will be ordered. A list (SBCJC form #3.14) will be passed around at the meeting for all attendees to sign. This list includes the name, social security number and business or agency of the attendees and the location, time and date of the meeting. This list and agenda will be forwarded to the Purchasing and Records Technician upon conclusion of the meeting. The SBCJC must furnish to DFA the information listed above with the purpose and agenda for the meeting when the invoice is submitted for payment.

3. Finance personnel will be responsible for assuring that no request for reimbursement on any travel voucher for meals which were provided as part of a business meeting will be processed or paid.

4. No expenditure for alcoholic beverages will be reimbursed for business meetings or personal travel.

ADMINISTRATION OF STATE BONDS AND APPROPRIATIONS FOR CAPITAL IMPROVEMENTS

The State Board for Community and Junior Colleges shall allocate bond funds and appropriations to each community and junior college district for capital improvements.

The local boards of trustees of the district shall submit one or more projects to the SBCJC for approval. The projects shall be consistent with current capital improvements plans or justification must be provided. The appropriate form shall be used and shall provide the following information:

Project title and identification
Priority
Estimated budget
Scope of work to be performed
Justification for project

The SBCJC will consider the project requests. The SBCJC shall approve or disapprove all project requests and provide the Bureau of Buildings and Grounds (BBG) with a listing of the approved projects.

The BBG will conduct project conferences at each district. Project scope, budget, etc., will be confirmed or adjusted.

The SBCJC staff, in cooperation with BBG, shall prepare and submit a quarterly progress report to the SBCJC for each project by district. The progress report shall include, but not be limited to, the following sequence of steps as prescribed by the Planning and Construction Manual Procedures of BBG:

Professional selection
Professional contracts
Project conferences
Schematic phase by professionals
Design phase by professionals
Construction phase by professionals
Bidding
Contracts
Construction progress
Change orders
Acceptance of project, convey title to district

The BBG shall be owner of projects through the acceptance of the projects.

GUIDELINES FOR EXPENDING CAPITAL IMPROVEMENT FUNDS SENATE BILL 3135 – FY 2000

In Section 14 of S.B. 3135, the Legislature appropriated $1,500,000 to the State Board for Community and Junior Colleges for the purpose of making capital improvements to the grounds and facilities of the community and junior colleges for FY 2000.

Allocation

The funds appropriated for capital improvements shall be allocated as follows:

1. one-half (1/2) divided equally among the fifteen (15) public community and junior colleges, and
2. one-half (1/2) divided upon the basis of the number of full-time academic, technical and vocational public CJC students actually enrolled and in attendance on the last day of the sixth week of the fall semester or its equivalent of the preceding year counting only those students who reside within the State of Mississippi.

Purpose

The funds appropriated for capital improvements may be expended for improvements to land, buildings, and other facilities. The expenditure must benefit a program for more than one year and the cost must be $500 or more.

If there is a question about the purpose for expending capital improvement funds under S.B. 3135, please consult with the SBCJC office prior to encumbering those funds.

Due to the fact that the $1,500,000 appropriated through S.B. 3135 for capital improvements may lapse back into the Education Enhancement Fund if not spent at the end of the fiscal year, this office strongly encourages the use of these funds as early in F Y 2000 as reasonably possible.

These non-recurring funds from H.B. 400 to reimburse community colleges for capital improvements will be available through the state treasury from October 1, 1999, to June 30, 2000. If you foresee needing these funds prior to October 1, 1999, then you may submit, in writing, the amount and description of your need to Deborah Gilbert by June 16, 1999, and we will request that DFA make some funds available on July 1, 1999.

Accountability

For reimbursement at project completion, the college must submit to the State Board the following information:

1. a copy of the local board's authorization for the capital expenditure that is spread on the official minutes,
2. a copy of the invoice relating to # (1) above, and
3. a copy of the check/warrant to various vendors relating to the capital expenditure in # (1) above.

All state statutes in regard to purchasing must be strictly followed.

One-half (1/2) of a district's contractual commitment or encumbered commitment for allowable capital expenditures will be reimbursed after October 1, 1999, upon request, and the remaining portion will be disbursed based upon the criteria set forth in items (1), (2) and (3) above on a reimbursement basis.

The deadline for submission of the copy of minutes, the invoices, and checks for final reimbursement of capital improvements is June 30, 2000.

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FIVE-YEAR CAPITAL IMPROVEMENTS PLAN

In accordance with Mississippi Code, Section 31-11-27, each year community and junior college will submit a five-year capital improvements plan to the SBCJC for approval. The plan shall consist of immediate and long-range capital improvement needs. The capital improvement needs will be defined as a collection of individual projects. The projects will be divided into two types, Repair and Renovations (RR) or Capital Improvement (CI). The classification of a project will be based on a predetermined estimated budget range. Each project will include the following information.

Project title and identification
Priority
Estimated budged
Scope of work to be performed
Justification for project

After the projects have been approved, the SBCJC staff will compile the projects and submit them to the Department of Finance and Administration, Bureau of Buildings and Grounds.

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STATE BOARD FOR COMMUNITY AND JUNIOR COLLEGES POLICIES AND PROCEDURES MANUAL	**Section 8:** Business Management
	Title: Administration Of State Education Technology Funds
Initial Date of Adoption: July 1, 1996	**Reference:** MS Code. Section 31-11-27
Revision Date:	**Code Number:** 8.6 **Page:** 1 of 4

ADMINISTRATION OF STATE EDUCATION TECHNOLOGY FUNDS

The SBCJC shall allocate bond funds and appropriations to each community and junior college district for education technology. Guidelines for disbursement of the funds are revised annually.

APPROPRIATE S.B. 2945 BOND EXPENDITURES

In trying to develop a requested list of appropriate items to be expended from S.B. 2945, we have quoted the following sentences from Sections 1 and 2 of the bill that emphasize the intended use of these bond funds. Section 1 states that "(t)he plan shall focus on the technology requirements of classroom instruction, literacy laboratories, student record management, financial and administrative management, distance learning and communications as they relate to the state's performance goals for students." Section 2 states that "(t)he network shall be capable of providing two-way voice, video and data communications in order to effect an integrated telecommunications interconnect among the community colleges, libraries, government agencies, business partners and other educational institutions. It shall also be capable of providing instructional programming, broadcast programming, staff development programming, and administrative voice, video and data exchange."

After reviewing S.B. 2945, the memorandum dated January 16, 1996, from the Council for Education Technology, and the letter from David Litchliter of ITS dated January 9, 1996, we have composed the lists that follow. These lists are not inclusive and are intended to provide guidance in developing plans and purchasing commitments.

Items or Services that may be purchased form S.B. 2945 Bond Funds

Contractual obligations as a result of Campus Certified Network Engineering Surveys & Design and/or IT Planning (subject to ITS Approval)
Supplies, Equipment and Contractual Labor relating to inside and outside fiber optics backbone and copper wiring.
LAN routers, Hubs, CSU/DSUs, File Servers, Operation System Software, Web/E-Mail Servers hardware and software, etc. relating to campus local area and wide area networking electronics
Purchases or upgrades of personal computers for administrative and laboratory use
CD-ROM Server/Tower
Upgrade of administrative computing systems
Upgrade of voice/data communications systems (PBX, ESSX) to support faculty, staff, and student needs (includes modems)
Electronic Classrooms, Video upgrades, Video switching equipment for college branches.
Voice, Video, Data Networking Hardware/Software
Contractual labor, materials, and equipment relating to required building renovations to accommodate technology expansion (not subject to ITS approval)
Charges from ITS to process CP-1's, etc., relating to S.B. 2945.

Items that shall not be purchased with S.B. 2945 Bond Finds:

Computer desks
Tables
Chairs
Access to the Internet (recurring technology appropriation)
Other non-technology related equipment, supplies or services

Please refer to the Procedures for the Disbursement/Reimbursement of the Community/Junior College Telecommunications Network Bonds that were approved by the SBCJC on January 18, 1996, for forms, necessary documentation, and certification needed prior to disbursement of the bond proceeds.

We encourage all participating entities to spend the bond proceeds on big-ticket items so that much of the necessary paperwork will be alleviated.

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PROCEDURES FOR THE DISBURSEMENT/REIMBURSEMENT OF THE COMMUNITY/JUNIOR COLLEGE TELECOMMUNICATIONS NETWORK BONDS SENATE BILL NUMBER 2945 - Regular Session 1995

In the 1995 Regular Session, the Legislature approved S.B. 2945 which created a special fund in the State Treasury to be designated the "State Board for Community and Junior Colleges Statewide Telecommunications Network Fund." Proceeds of the Community/Junior College Telecommunications Network Bonds which may be issued from time to time shall be placed in this fund. The total amount authorized in this legislation for the community colleges, the Mississippi Library Commission and the State Board for Community and Junior Colleges is $29,950,000.

Community and Junior colleges, Mississippi Library Commission, and State Board for Community and Junior Colleges are required to submit a plan for the use of S.B. 2945 bond funds to Information Technology Services (ITS).

Community/Junior Colleges Telecommunications Network Bond money shall be expended in accordance with the approved telecommunications network plan and all other specific requirements identified in S.B. 2945, particularly stated in sections 1 and 2.

The State Board for Community and Junior Colleges is authorized in S.B. 2945 to allocate the funds provided from the proceeds of the Community/Junior College Telecommunications Network Bonds. The allocation was approved at the Board's November 17, 1995 regular meeting. (See Attachment A.)

For reimbursement from time to time on any particular project, the participating entities must submit to the State Board the following information:

1. A completed **SBCJC Reimbursement Form:** (See Attachment B.)
2. a.) **A copy of an approved Form CP-1 and/or written authorization from ITS to make purchases when using the Express Products Lists (EPLs) - (if goods or services are under the jurisdiction of ITS):** Because S.B. 2945 requires that "all contracts, requests for proposals and bid awards shall be subject to the approval of the Central Data Processing Authority," all requests for S.B. 2945 funds must contain an ITS approved Form CP-1 with "S.B. 2945" listed as the "fund number" in the lower right block of the form for the equipment or contractual service requested or written authorization from ITS when Express Product Lists (EPLs) are utilized.

   b.) If goods or services are **not** under the jurisdiction of ITS, provide written evidence of compliance with state purchasing procedures and laws. For example, a copy of the two written quotes, a copy of the Board minutes accepting a bid, or a copy of the service contract(s).

3. A copy of all invoices that support all approved purchases and services. Invoices for technological products or services dated prior to the adoption of the resolution of the Bond Commission will not be honored.

All state and federal statutes in regard to (1) purchasing, and (2) use of the bond funds must be strictly followed.

Once the bond proceeds are available, they will be disbursed based upon the criteria set forth in items 1), 2) and 3) above on a reimbursement basis. A minimal amount of an entity's allocation may be withheld to cover ordinary bond expenses.

Please submit no more than one disbursement request per month per district.

The State Board reserves the right to review each request for reimbursement and approve or reject any portion or all of the request and to request additional information. Each request must be submitted on the SBCJC Reimbursement Form with supporting detail attached.

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GUIDELINES FOR DISBURSEMENT OF EDUCATION TECHNOLOGY FUNDS - FY 2000

In Sections 11 & 12 of S.B. 3135, the Legislature appropriated out of the state general fund a total of $3,599,160, and out of the education enhancement fund a total of $1,500,000 to the SBCJC for the "purpose of defraying the cost of the Education Technology Program at the public community and junior colleges" for FY 2000. The Education Technology Program consists of recurring technology costs identified in the Evans Technology Study for Community Colleges and the State Board for Community and Junior Colleges, together with funding for technology positions. The combination of recurring technology and technology positions was done to provide more flexibility to our districts in the education technology area.

The following guidelines are based upon the premise that a single system of voice, video and data for Mississippi public community and junior colleges will be established to take advantage of significant savings:

1. Available funds appropriated in Sections 11 & 12 of S.B. 3135 will be used to pay line costs for a two T1 line network for the community and junior college system. One T1 will be devoted to frame relay connectivity for data transmission and the second T1 for video distance learning transport service.

2. Data and video network line charges will be distributed based on estimates by BellSouth on April 26, 1999, for 15 sites for the fiscal year. Line costs may vary by district.

3. Of the $3,599,160 appropriated in Section 11 of S.B. 3135, the sum of $1,500,000 will be divided evenly ($100,000) among the 15 districts for technology positions ($50,000 X 2 positions per district.)

4. The balance of funds available after line charges, technical positions, and after the State Board for Community and Junior Colleges receives its share of S.B. 3135 recurring costs will be distributed to the 15 community and junior college districts based upon the following formula:

   a) one-half evenly among districts, and
   b) the remaining one-half based upon academic, vocational and technical full-time Mississippi resident headcount enrollment for Fall of 1998 and part-time academic FTE for FY99.

5. "Other Recurring Costs" may include the following:

   a) Maintenance on computer hardware and/or software (including parts to maintain existing computer equipment that is purchased under the account number 705 - Repairs and Maintenance),
   b) Technology training needs for faculty and staff (including travel related to technology training),
   c) One-time non-recurring line installation costs,
   d) Other line charges related to voice, video and data, and
   e) Equipment upgrades.

6. The SBCJC will disburse education technology funds on a schedule of 1/2 in July 1999 and 1/2 in January 2000.

7. If there is a question about the purpose for expending Education Technology funds under S.B. 3135, please consult with the SBCJC office prior to encumbering those funds.

8. Funds appropriated for recurring technology needs must be spent in accordance with Sections 11 & 12 of S.B. 3135 and the above guidelines.

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STATE BOARD FOR COMMUNITY AND JUNIOR COLLEGES POLICIES AND PROCEDURES MANUAL	**Section 8:** Business Management
	Title: Administration Of Associate Degree Nursing (And) Support
Initial Date of Adoption:	**Reference:** MS Code. Section 31-11-27
Revision Date: April 16, 1999	**Code Number:** 8.7 **Page:** 1 of 2

ADMINISTRATION OF ASSOCIATE DEGREE NURSING (and) SUPPORT

The SBCJC shall allocate appropriations to each community and junior college district for support of Associate Degree Nursing Programs. Guidelines for disbursement of the funds are revised annually.

GUIDELINES FOR ADMINISTRATION OF ASSOCIATE DEGREE NURSING (ADN) SUPPORT - FY 2000

1. Support will be provided for direct costs of public community/junior college programs of associate degree nursing which meet the requirements of the Mississippi Board of Trustees of Institutions of Higher Learning. Each community and junior college district shall be considered one program.

2. Strive to maintain the optimum faculty-to-clinical student ratio of (1:10).

3. Encourage appropriate pay for qualified faculty who are actively teaching.

4. Allocate support based on:

   a) Minimum positions required for Board of Trustees of Institutions of Higher Learning approval for programs of 5 positions; or

   b) After a new ADN program is approved by the State Board for Community and Junior Colleges, it may be funded within that fiscal year with appropriated funds remaining for associate degree nursing at the time of program approval on the basis of the minimum positions required by the BTIHL (5) multiplied by the optimum faculty to clinical student ratio of 1:10 for a maximum number of fifty (50). This basis for allocating ADN support applies only to a newly approved ADN program, it does not apply to expansions of existing approved programs; or

   c) Enrollment of prior fall (1998) counting only students enrolled in the nursing science program (excludes pre-nursing, university-transfer nursing). The source of ADN enrollment figures is the Board of Trustees of Institutions of Higher Learning and/or the State Board for Community and Junior Colleges Fall Enrollment Audit Reports.

   NOTE: Out-of-state as well as Mississippi residents are considered in the enrollment count for Associate Degree Nursing support.

5. Require reports as basis for allocation and future support requests: coordinate reporting with Board of Trustees of Institutions of Higher Learning.

5. Disburse support funds on schedule of July, 1/4; October, 1/4; January, 1/4 and; April, 1/4.

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STATE BOARD FOR COMMUNITY AND JUNIOR COLLEGES POLICIES AND PROCEDURES MANUAL	**Section 8:** Business Management
	Title: Adequate Insurance
Initial Date of Adoption: October 16, 1998	**Reference:**
Revision Date:	**Code Number:** 8.8 **Page:** 1 of 1

ADEQUATE INSURANCE

All community and junior colleges shall certify to the State Board for Community and Junior Colleges that adequate insurance is provided for all buildings constructed, repaired, or renovated, in whole or in part, with state appropriations or state bond funds. Adequate insurance is defined as current replacement of cost coverage. The State Board for Community and Junior Colleges strongly encourages the boards of trustees of the various community and junior colleges to provide adequate insurance for all buildings owned by the colleges.

TRAVEL POLICIES

In-State Travel

1. Mileage shall be charged from the employee's official duty station to the points of destination. This policy also applies on the return trip.

2. Meals and lodging shall be allowable according to Section 25-3-41 of the Mississippi State Code. Employees shall refer to the State Travel Information Handbook published by the Department of Finance and Administration for further restrictions and/or policies.

3. Reimbursement of meal expenses for travel which does not include an overnight stay, is considered to be nondeductible compensation and is subject to state and federal taxation. Subsequent IRS rulings make such reimbursement of taxable meal expenses subject to FICA, FUTA, and PERS withholding and are subject to applicable employer match payments.

Out-of-State Travel

An employee who plans to travel on official out-of-state business shall submit a written request on the appropriate form to the Executive Director for approval. An itinerary shall be attached to such request.

Travel in Privately-Owned Vehicles

1. An employee required to travel in connection with the performance of official duties shall be reimbursed when the employee must use his/her personally owned automobile for such travel. When two or more employees travel in one automobile, only one employee will be reimbursed for mileage. Other employees who are passengers in the same car may be reimbursed for meals and lodging as allowed (an appropriate notation should be made on the report of the travel expenses). Any employee using his/her personal vehicle is required to have liability insurance.

2. If an employee chooses to travel via personal automobile for a distance which would justify commercial airline travel, reimbursement shall not exceed the coach fare charged by airline company.

3. Parking and toll fees are allowable expenses associated with official travel. Available receipts should accompany travel expense reports.

4. Travel in state-owned vehicles takes precedence over the use of private vehicles.

Travel by Public Carrier

1. When official travel is performed by means of public carrier or other means not involving a privately-owned motor vehicle, an employee shall receive reimbursement of the actual fare costs and other necessary itemized expenses incurred in connection with such travel. In all cases, state law shall be followed.

2. Out-of-state travel commercial airlines shall be at coach rate unless such space is unavailable. If coach space is not available, the employee should make appropriate notation on the travel expense report with attached receipts.

TRAVEL POLICIES (Continued)

Meals, Lodging, and Other Necessary Expenses

1. An employee shall be reimbursed for the cost of meals, lodging, and other necessary expenses incurred in the course of official travel subject to the approval of the Executive Director. The combined total for meals shall be reimbursed as follows:

All Areas Except High Cost Areas	$30.00/ day
*High Cost Areas	$35.00/ day - $40.00/day

*In-state and out-of-state high cost areas are those cities designated in the Federal Register as having a prescribed maximum per diem daily rate of $100 or higher. The Department of Finance and Administration Bureau of Financial Control (BFC) will reimburse actual meal cost in those cities on a sliding scale not to exceed the following rates

Federal Register Ma. Per Diem rate	State Reimbursement
$ 0- $ 99	$30.00
$100-$124	$35.00
$125 & above	$40.00

2. Reimbursement for lodging shall be made when overnight travel is required. In no case shall an employee be reimbursed for lodging at his/her residence. Reimbursement for lodging expenses shall be made for the amount actually paid when supported by a receipt. When an employee has a choice, professional and mature judgment should be exercised in the selection of lodging to ensure that the cost for lodging is within reason. Only single room rates are allowable. Government rates should be requested for both in-state and out-of-state lodging. Employees are encouraged to make hotel arrangements with those hotels and motels with which the State Fiscal Management Board has made official State Travel Agreements. All expenses for lodging shall be billed to the employee, not the agency and marked paid when submitted with the travel expense report.

3. Taxicab charges shall be allowed from the point of approved origin to the air terminal or from the air terminal to the official destination. The State Auditor's Office requires that all taxicab charges must be accompanied by a receipt if over $10.00. Charges shall be allowed from the air terminal at destination to the hotel, place of business, or between points of official duty and return.

4. Charges for rental cars shall be allowed only when there is a demonstrated cost savings or when another means of public transportation is not available nor feasible. When anticipated, car rental should receive prior approval by the Executive Director.

5. Necessary travel expenses do not include personal expense items such as entertainment and trip insurance. Reasonable expenses incurred for tips to porters, baggage persons, maids, waiters, etc., are allowable and should be itemized when reported. Charges for registration fees are allowable as other authorized expenses if accompanied by a receipt. Meals shall not be claimed as a separate item of expense on the travel voucher when included in the registration fee.

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Travel Voucher

Employees who travel as a part of their job duties shall submit a report of travel expenses upon return to the official duty station. Such travel vouchers shall include the appropriate receipts and other amounts as necessary on the form provided by the Board office.

TRAVEL IN STATE-OWNED VEHICLES

The following procedures shall apply when using state-owned vehicle:

1. Use shall be for official business purposes only.
2. An employee must receive approval from the Executive Director before travel commences.
3. Employees who use the state-owned vehicle must present proper documentation of travel expenses and use when submitting travel expense report.
4. Reimbursement will be for actual expenses only.
5. Use of state-owned vehicles shall be limited to Board staff and/or other approved state agencies.

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SECTION 9

PROGRAMS

STATE BOARD FOR COMMUNITY AND JUNIOR COLLEGES POLICIES AND PROCEDURES MANUAL	**Section 8:** Business Management
	Title: Foundation Policy Statement
Initial Date of Adoption: March 9, 1994	**Reference:**
Revision Date:	**Code Number:** 8.9 **Page:** 1 of 1

FOUNDATION POLICY STATEMENT

Because of the importance of the contributions of foundations to Mississippi's community and junior colleges and in an effort to maintain good will and public confidence, the State Board for Community and Junior Colleges hereby adopts the following position statement:

> It is the responsibility of each duly authorized community or junior college board of trustees to assure that any foundations associated with that college and /or any foundation which exists as a result of the combined efforts of individual colleges with which that board or its staff has an association comply with all applicable state and federal regulations and statutes; that such foundations are audited on an annual basis by an independent auditor or audit firm which employs General Accepted Auditing Standards (GAAS); that the results of such audits be presented to each applicable board as a part of an official meeting; and furthermore that each duly authorized board take any necessary steps required to assure the operation of such foundation(s) in a manner that best serves contributors and the general public. The SBCJC accepts responsibility for this position statement with respect to any foundations established by the SBCJC.

TRAVEL POLICIES

In-State Travel

1. Mileage shall be charged from the employee's official duty station to the points of destination. This policy also applies on the return trip.

2. Meals and lodging shall be allowable according to Section 25-3-41 of the Mississippi State Code. Employees shall refer to the State Travel Information Handbook published by the Department of Finance and Administration for further restrictions and/or policies.

3. Reimbursement of meal expenses for travel which does not include an overnight stay, is considered to be nondeductible compensation and is subject to state and federal taxation. Subsequent IRS rulings make such reimbursement of taxable meal expenses subject to FICA, FUTA, and PERS withholding and are subject to applicable employer match payments.

Out-of-State Travel

An employee who plans to travel on official out-of-state business shall submit a written request on the appropriate form to the Executive Director for approval. An itinerary shall be attached to such request.

Travel in Privately-Owned Vehicles

1. An employee required to travel in connection with the performance of official duties shall be reimbursed when the employee must use his/her personally owned automobile for such travel. When two or more employees travel in one automobile, only one employee will be reimbursed for mileage. Other employees who are passengers in the same car may be reimbursed for meals and lodging as allowed (an appropriate notation should be made on the report of the travel expenses). Any employee using his/her personal vehicle is required to have liability insurance.

2. If an employee chooses to travel via personal automobile for a distance which would justify commercial airline travel, reimbursement shall not exceed the coach fare charged by airline company.

3. Parking and toll fees are allowable expenses associated with official travel. Available receipts should accompany travel expense reports.

4. Travel in state-owned vehicles takes precedence over the use of private vehicles.

Travel by Public Carrier

1. When official travel is performed by means of public carrier or other means not involving a privately-owned motor vehicle, an employee shall receive reimbursement of the actual fare costs and other necessary itemized expenses incurred in connection with such travel. In all cases, state law shall be followed.

2. Out-of-state travel commercial airlines shall be at coach rate unless such space is unavailable. If coach space is not available, the employee should make appropriate notation on the travel expense report with attached receipts.

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TRAVEL POLICIES (Continued)

Meals, Lodging, and Other Necessary Expenses

1. An employee shall be reimbursed for the cost of meals, lodging, and other necessary expenses incurred in the course of official travel subject to the approval of the Executive Director. The combined total for meals shall be reimbursed as follows:

All Areas Except High Cost Areas	$30.00/ day
*High Cost Areas	$35.00/ day - $40.00/day

*In-state and out-of-state high cost areas are those cities designated in the Federal Register as having a prescribed maximum per diem daily rate of $100 or higher. The Department of Finance and Administration Bureau of Financial Control (BFC) will reimburse actual meal cost in those cities on a sliding scale not to exceed the following rates

Federal Register Ma. Per Diem rate	State Reimbursement
$ 0- $ 99	$30.00
$100-$124	$35.00
$125 & above	$40.00

2. Reimbursement for lodging shall be made when overnight travel is required. In no case shall an employee be reimbursed for lodging at his/her residence. Reimbursement for lodging expenses shall be made for the amount actually paid when supported by a receipt. When an employee has a choice, professional and mature judgment should be exercised in the selection of lodging to ensure that the cost for lodging is within reason. Only single room rates are allowable. Government rates should be requested for both in-state and out-of-state lodging. Employees are encouraged to make hotel arrangements with those hotels and motels with which the State Fiscal Management Board has made official State Travel Agreements. All expenses for lodging shall be billed to the employee, not the agency and marked paid when submitted with the travel expense report.

3. Taxicab charges shall be allowed from the point of approved origin to the air terminal or from the air terminal to the official destination. The State Auditor's Office requires that all taxicab charges must be accompanied by a receipt if over $10.00. Charges shall be allowed from the air terminal at destination to the hotel, place of business, or between points of official duty and return.

4. Charges for rental cars shall be allowed only when there is a demonstrated cost savings or when another means of public transportation is not available nor feasible. When anticipated, car rental should receive prior approval by the Executive Director.

5. Necessary travel expenses do not include personal expense items such as entertainment and trip insurance. Reasonable expenses incurred for tips to porters, baggage persons, maids, waiters, etc., are allowable and should be itemized when reported. Charges for registration fees are allowable as other authorized expenses if accompanied by a receipt. Meals shall not be claimed as a separate item of expense on the travel voucher when included in the registration fee.

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Travel Voucher

Employees who travel as a part of their job duties shall submit a report of travel expenses upon return to the official duty station. Such travel vouchers shall include the appropriate receipts and other amounts as necessary on the form provided by the Board office.

TRAVEL IN STATE-OWNED VEHICLES

The following procedures shall apply when using state-owned vehicle:

1. Use shall be for official business purposes only.
2. An employee must receive approval from the Executive Director before travel commences.
3. Employees who use the state-owned vehicle must present proper documentation of travel expenses and use when submitting travel expense report.
4. Reimbursement will be for actual expenses only.
5. Use of state-owned vehicles shall be limited to Board staff and/or other approved state agencies.

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SECTION 9

PROGRAMS

STATE BOARD FOR COMMUNITY AND JUNIOR COLLEGES POLICIES AND PROCEDURES MANUAL	**Section 9:** Programs
	Title: Five-Year Strategic Plan
Initial Date of Adoption: November 19, 1999	**Reference:**
Revision Date:	**Code Number:** 9.1 **Page:** 1 of 1

FIVE-YEAR STRATEGIC PLAN

In accordance with Mississippi Code, Section 27-103-155, the State Board for Community and Junior Colleges and Mississippi's public community and junior colleges shall develop a five-year strategic plan each year for submission to the Joint Legislative Budget Office and the Department of Finance and Administration. Staff will prepare a five-year agency plan for the SBCJC to include but not limited to the following program areas: administration, work force education, proprietary school and college registration, and special development. A composite five-year plan for the fifteen community and junior colleges will be developed by community and junior college staff and SBCJC staff. The composite five-year plan will include but will not be limited to the following components: academic instruction, vocational-technical instruction, other instruction, instructional support, student services, institutional support, physical plant operation, student financial aid, and program enhancements.

The SBCJC Chairperson will appoint a special committee to work with the SBCJC staff to review the historical mission and name objectives for the agencies strategic plans.

STANDARDS FOR QUALITY AND ACCOUNTABILITY

1. It is the policy of the State Board for Community and Junior Colleges (SBCJC) to accept the Commission on Colleges of the Southern Association of Colleges and Schools' (SACS) Criteria for Accreditation as the basic standards for quality and accountability for the state's public community and junior colleges.

2. The SBCJC also accepts the Criteria for Accreditation of SACS as the standards for assuring financial adequacy for all state community and junior colleges.

3. Although direct governance of the state's community and junior colleges is the responsibility of the local boards of trustees, the SBCJC, through the authority established in Section 37-4-3 of the Mississippi Code, may request any such reports as the Board deems necessary to provide such information as needed to verify the fiscal condition of any of the state's community and junior colleges.

4. Pursuant to Section 37-4-3, 6(1), the SBCJC will fix standards for community and junior colleges to qualify for state appropriations. (See attachment for current guidelines.)

STANDARDS FOR QUALITY AND ACCOUNTABILITY

At its October 19, 1995, regular board meeting, the State Board for Community and Junior Colleges officially adopted the Commission on Colleges of the Southern Association of Colleges and Schools' Criteria for Accreditation as the basic standards for quality and accountability for the state's public community and junior colleges.

The State Board for Community and Junior Colleges further accepted the Criteria for Accreditation of the Commission on Colleges of the Southern Association of Colleges and Schools (SACS) as the standards for assuring financial adequacy for all state community and junior colleges. In addition, the State Board for Community and Junior Colleges recognizes that all of the state's community and junior colleges must abide by all appertaining state and federal regulations regarding the receipt, management, and expenditure of funds. Direct governance of the state's community and junior colleges with regard to fiscal and other areas of function is the responsibility of the local boards of trustees. However, through the authority established in Section 37-4-3 of the Mississippi Code, the State Board for Community and Junior Colleges may request any such reports as the Board deems advisable to provide such information as needed to verify the fiscal condition of any of the state's community and junior colleges.

In addition, the State Board for Community and Junior Colleges, at its October 19, 1995, regular board meeting, officially adopted the following operational guidelines for distance learning.

1. Faculty teaching via distance learning (cable, CCN, ITFS, PBS, satellite, etc.) will be compensated within the existing compensation policies of the institution. Where travel is involved, the existing travel policies of the institution will be applied.

2. Receive Sites must be supervised by monitors. Monitors must be staff-level personnel. Credentials do not need to be instructor-level for purposes of monitoring classes. Compensation for the monitors should be compatible with the institution's compensation policies for staff-level personnel. (Student workers are not staff-level personnel.)

3. The Receive Sites will pay a per-student fee to the originating site. This amount will be determined by the source of the programming in the case of satellite or PBS telecourses.

4. Students enrolled in courses where instruction is delivered via distance learning technologies will be counted for audit purposes, the same as that for students enrolled via traditional delivery methods, with the following stipulation. State appropriations will be awarded only for Internet (on-line) courses that are offered through the Mississippi Virtual Community College using the common software platform. Internet courses may be defined as those that are not classroom based, content is delivered on-line, do not require regular campus attendance, can be accomplished from a remote site, and are distinguished from hybrid courses, which are merely Internet enhanced. Colleges will be compensated according to their roles as host and/or provider institutions for students and courses.

5. To evaluate properly the institution's distance learning activities, a separate and distinct budget should be maintained. Costs related to distance learning can then be evaluated in terms of institutional mission and goals. Further, accountability can be established more easily when one office has budget responsibility.

6. Grades will be assigned by the Originating Site instructor of record who is also considered an adjunct instructor at the Receive Site. The originating institution will provide the Receive Site with a copy of the faculty member's credentials, verified by the Originating Site institution and so stated in the file at the Receive Site.

7. Institutions should make appropriate plans to budget sufficient amounts to cover maintenance and operational costs. User fees for community service activities should be set at a level to cover the costs associated with community service programs. Also, if state and/or federal funds are not appropriated for distance-learning activities, an institutional assessment may be required to cover state-wide system costs.

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(continued)

8. Priority for scheduling on CCN is as follows:

   a. Rural Health (First priority based on requirements of the funding source)
   b. Community College Credit Instruction
   c. Workforce Act activities and other non-credit business and industry training
   d. Other training activities and institutional needs
   e. State agencies

   CCN must be used solely for educational/training purposes to maintain the $7 per mile educational tariff. Within that constraint, time frames should be established by priority groups. If the priority group does not utilize the time completely, the schedule should be opened to the next priority group. Displacing must be avoided except under unavoidable circumstances.

9. Instructors of record will be responsible for evaluating students in the same way that instructors are responsible for evaluating on-campus students receiving instruction by traditional delivery methods. Institutional polices at the Originating Site institution will govern grading. All details will be approved by and course materials sent to the instructional deans of the institutions. The instructors of record will provide official grades for the students to Receive Site registrars. Receive Site registrars will provide the instructors of record a copy of the class rolls for the courses.

10. Notification to all instructional deans will be given by the Originating Site as soon as it is determined that a course will be offered.

11. Institutions offering courses for credit through distance learning activities and programs must meet all SACS criteria related to faculty. Whether through direct contact or other appropriate means, institutions offering distance learning programs must provide students with structured access to and interaction with full-time faculty members.

Finally, the State Board for Community and Junior Colleges adopted the following operational guidelines as additional quantitative requirements:

1. A semester credit hour is defined as a minimum student-teacher contact of 750 minutes for lecture and 1500 minutes for laboratory. (This does not include time for passing between classes, registration, nor final examinations.)

2. The minimum load for a full-time student is 12 semester credit hours per semester.

3. The normal load for a full-time vocational student shall be 25 clock hours per week. (Some specific programs may require more hours as approved by the State Board for Community and Junior Colleges.)

4. The standard teaching load in semester credit hours is recognized to be 16. The maximum teaching load is generally recognized to be 18 semester credit hours. The teaching schedule of each instructor should ordinarily be arranged so that a typical teaching load per week may vary from 450 to 600 student clock hours, depending on the type of class. A minimum of two hours of laboratory work shall be counted as one semester credit hour.

5. The Board recognizes only those academic courses included in the Uniform Course Numbering System for allocation of state funds.

   Some appropriate guidelines, i.e. ALA-ACRL STANDARDS FOR COMMUNITY AND JUNIOR COLLEGES, should be used as a reference point with regard to measuring the various aspects of the library/learning resource center activities.

(continued)

6. Pursuant to Section 37-4-1, Mississippi Code of 1972, Annotated, the Legislature has determined that the social, cultural and economic well being of the people of Mississippi, and hence the state, are enhanced by various educational experiences beyond the elementary and secondary school years. The Legislature thereby provided a means for the continuation of a system of community and junior colleges by the creation of the State Board for Community and Junior Colleges; and one of its powers and duties, Section 37-4-3, (6)(1), is to fix standards for community and junior colleges to qualify for appropriations. Therefore, for the purpose of allocating state funds based on enrollment.

   Academic and Technical students must meet one of the following criteria:

   a. The completion of not less than the minimum acceptable high school units as prescribed by law,
   b. A General Educational Development (GED) certificate,
   c. A high school diploma, or
   d. An official transcript from an accredited college or university; and

   Vocational students must meet one of the following criteria:

   a. The completion of not less than the minimum acceptable high school units as prescribed by law,
   b. A General Educational Development (GED) certificate,
   c. A high school diploma,
   d. An official transcript from an accredited college or university, or
   e. The completion of a federally approved ability-to-benefit test.

The above requirements for allocating state appropriations are not to be misconstrued as student admission requirements. Section 37-29-1 refers to the types of instruction community and junior colleges can offer and to whom. General admission policies, according to SACS, Criteria for Accreditation, 4.2.1, must be established by the governing board on recommendation of the administration. Implementation of specific admission policies, however, is the responsibility of the administration and faculty of each institution.

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STATE BOARD FOR COMMUNITY AND JUNIOR COLLEGES POLICIES AND PROCEDURES MANUAL	**Section 9:** Programs
	Title: Enrollment Audits
Initial Date of Adoption: July 30, 1993	**Reference:**
Revision Date: November 19, 1999	**Code Number:** 9.3 **Page:** 1 of 1

ENROLLMENT AUDITS

1. In addition to materials already required, the colleges will be required to provide a list of all instructional faculty with the courses, (ACC 1133-Accounting I), taught by each. This information will be used by the auditors to compare the number of faculty with the attendance records. Courses will be compared with the Uniform Course Numbering System.

2. Athletics audits will be conducted at the time of each enrollment audit.

Admissions Test

3. A 10% sample of student admission requirements will be checked on freshman students.

Attendance Test

4. A 20% sample of student attendance records for all courses will be tested for attendance compliance.

5. The sample process noted in #3 must ensure that the sample is proportionally representative of academic, technical and vocational faculty attendance records. The academic sample should include at least one set of records from each of the following areas: Math, Science, History, English and at least one other academic area. The auditors may choose any combination of additional academics.

6. A comparison will be made of withdrawals and out-of-state students to college printouts to assure that all have been removed.

7. If attendance is not taken and recorded at the last class meeting of the sixth week or its equivalent or other attendance discrepancies are noted (example: no attendance records from a faculty member), the auditor may request an explanation from the faculty member and/or the administrator [Policy September 2, 1976].

8. If audit exceptions exceed 2% of the total reported credit enrollment, the audit will be increased to 100% at the expense of the college at the rate of current per diem salary rate of the SBCJC personnel doing the audit plus normal daily travel expenses (motel, meals, mileage).

9. Up to 5 colleges per year may be fully audited. The colleges to be audited 100% will be determined by the SBCJC staff prior to the fall audits.

10. The state office staff will review and revise the format for audit printouts prior to the end of June. These formats will be standardized and mandatory. School personnel will be apprised in ample time for the fall audits.

11. Once the final audit figures are determined, each school will be notified and will be asked to review the results for any discrepancies.

12. Follow-up data will be sent to all schools showing the percent (%) of exceptions found by category of students. (Example: Full-time Academic, Technical, Vocational, and Part-time Academic).

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STATE BOARD FOR COMMUNITY AND JUNIOR COLLEGES POLICIES AND PROCEDURES MANUAL	**Section 9:** Programs
	Title: Notice of Substantive Change
Initial Date of Adoption: June 18, 1993	**Reference:**
Revision Date:	**Code Number:** 9.4 **Page:** 1 of 1

NOTICE OF SUBSTANTIVE CHANGE

It is the responsibility of the community or junior college to notify the Board at least one year before the initiation of a planned substantive change (as defined below). Such notice of change shall be submitted in writing to the Executive Director of the State Board. Documentation of notification to the Commission on Colleges, Southern Association of Colleges and Schools shall be submitted to the Executive Director simultaneously. The Executive Director shall apprise the Board of such notification at the next regularly scheduled Board meeting. The Board shall review the proposal and rule on it after appropriate study and assessment of the impact such change will have on the college and the college community.

A substantive change is one that modifies the nature and scope of the institution by:

1. Establishing a new campus or relocating a campus in a new geographic environment.

2. Changing the scope or purpose of an existing campus or center, such as adding to or deleting from vocational, technical or academic programs on a previously specialized or limited program campus.

3. Merging with another institution.

4. Closing a branch or center, campus or institution.

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STATE BOARD FOR COMMUNITY AND JUNIOR COLLEGES POLICIES AND PROCEDURES MANUAL	**Section 9:** Programs
	Title: Establishing A Campus Or Center
Initial Date of Adoption: June 18, 1993	**Reference:**
Revision Date:	**Code Number:** 9.5 **Page:** 1 of 1

ESTABLISHING A CAMPUS OR CENTER

1. A current Educational Master Plan for the district must exist and show evidence of adherence thereto. If vocational technical programs are projected, these must be evident in annual vocational educational plans.

2. Alternate delivery strategies to achieve the educational goal must be considered and tried before new centers or campuses are proposed. These shall include: providing the service at existing campuses or centers; use of extension sites; cooperative use of the agency facilities, equipment, personnel; use of technological methods of instruction, mobile laboratories/classrooms, and other.

3. A sufficient pool or potential pool of clients must be evident. Generally, for an academic mission, a minimum of 600 FTE students for a campus or 300 FTE students for a center shall be required. A minimum of five (5) approved vocational technical programs shall be required for vocational technical centers.

4. Programs and services must be planned without duplication and completion of existing programs available within the proposed service area. Generally, campuses and centers shall not be located within twenty-five miles or thirty minutes commuting distance of other community college campuses and centers capable of similar programs. Consideration shall be given also to existence of other post-secondary education institutions, public and private, in the geographic area.

5. Land and facilities for operations must be proportional to those within the current district budget or the system norm. Evidence of local source revenues must be present. Written pledges of increased tax support from taxing authorities are required. Proposed budgets for facilities and for operation (first three years) are required.

6. Formal comments will be solicited for a period of at least thirty days after the Board places a proposal for establishment of a campus/center on the Board agenda.

7. The Board shall provide standard forms upon which proposals to establish a campus or center shall be submitted.

STATE BOARD FOR COMMUNITY AND JUNIOR COLLEGES POLICIES AND PROCEDURES MANUAL	**Section 9:** Programs
	Title: Approval of Lower Division Courses For IHL
Initial Date of Adoption: June 20, 1991	**Reference:**
Revision Date: November 19, 1999	**Code Number:** 9.6 **Page:** 1 of 1

APPROVAL OF LOWER DIVISION COURSES FOR IHL

If any public university desires to teach lower division course(s) at an off-site location, it shall submit its requests to the SBCJC forty-five (45) days prior to the proposed starting date of class. As a part of the SBCJC staff review of such requests, the college president in whose district the proposed course would be taught shall be asked to provide a written comment on the advisability of approval. Course(s) can be approved for a semester or a longer period of time.

STATE BOARD FOR COMMUNITY AND JUNIOR COLLEGES POLICIES AND PROCEDURES MANUAL	**Section 9:** Programs
	Title: Junior College Name Change
Initial Date of Adoption: May 22, 1987	**Reference:** Section 37-29-67, MCA
Revision Date:	**Code Number:** 9.7 **Page:** 1 of 1

JUNIOR COLLEGE NAME CHANGE

After July, 1987, the Board of trustees of any junior college district shall be authorized, with the approval of the Board, to change the name of the junior college to community college.

The following procedures shall apply:

1. The only change authorized is from junior to community.

2. The local Boards of Trustees' action regarding the name change shall be recorded in the official minutes of the local Board of trustees. A certified copy of that part of the Board minutes shall be provided the Board along with a request for Board approval of the name change.

3. The institution shall establish a date upon which the name change shall become effective. Such date shall allow sufficient time for transition of printed materials, signs, official documents, and notice to education and political entities of the name change.

4. It shall be the duty of the institution to give notice to educational and political entities regarding the name change to community college and the Initial Date of Adoption.

APPLICATION FOR NEW VOCATIONAL/TECHNICAL PROGRAMS

The SBCJC approves those programs that will provide the maximum benefit to the students served by the community/junior colleges of Mississippi. Consideration will be made concerning program duplication, available resources, employment demands, wage rates paid to program graduates and the ability of the college to provide the optimal educational experience to the students.

The college will send fifteen (15) copies of its program application to the SBCJC staff who will review the document to ensure that it has been completed in the appropriate manner. Four copies will be sent the Mississippi Department of Education (MDE). The SBCJC staff will meet with representatives from the MDE to review the perceptions of this agency and to determine which programs will be approved for funding prior to the request being presented to the SBCJC. The SBCJC staff shall then meet with the SBCJC committee chair to determine the recommendation that will be made to the Board. The SBCJC then will act on the recommendation, with the results reported to the MDE and the college. The programs division shall maintain a file and database for all program approvals. All program requests must be submitted prior to April 15.

STATE BOARD FOR COMMUNITY AND JUNIOR COLLEGES POLICIES AND PROCEDURES MANUAL	**Section 9:** Programs
	Title: Curriculum Changes to Voc./Technical Programs
Initial Date of Adoption: June 20, 1991	**Reference:**
Revision Date: November 19, 1999	**Code Number:** 9.9 **Page:** 1 of 1

CURRICULUM CHANGES TO VOCATIONAL/TECHNICAL PROGRAMS

Colleges desiring to change the status of a program must write a letter requesting the change and stating the rationale and ramifications of the change. The change is referred to the MDE which reviews the request and provides its recommendation. The request and MDE recommendation are then discussed with he SBCJC committee chair of programs to determine the recommendation that will be made to the Board. The SBCJC then acts on the recommendation with the results reported to MDE and the college. The programs division shall maintain a file and database for all programs approved.

STATE BOARD FOR COMMUNITY AND JUNIOR COLLEGES POLICIES AND PROCEDURES MANUAL	**Section 9:** Programs
	Title: Placing Voc/Tech Programs on Probation or Termination of Such Programs
Initial Date of Adoption: June 20, 1991	**Reference:**
Revision Date: November 19, 1999	**Code Number:** 9.10 **Page:** 1 of 1

PLACING VOCATIONAL/TECHNICAL PROGRAMS ON PROBATION OR TERMINATION OF SUCH PROGRAMS

Programs with less than a full-time enrollment (FTE) of ten for the fall semester shall be placed on probation. If the program on probation does not improve its FTE to 10 or more by the Fall Semester the second year, the program will be recommended for termination. However, those programs to be considered for probation or termination shall be reviewed to determine if there are any extenuating circumstances. The decision of the SBCJC shall be communicated to the colleges and the SDE as soon after April 1 as possible.

New programs will not be subject to this minimum FTE requirement for the first year of operation.

STATE BOARD FOR COMMUNITY AND JUNIOR COLLEGES POLICIES AND PROCEDURES MANUAL	**Section 9:** Programs
	Title: GED State Policy
Initial Date of Adoption: July 1, 1992	**Reference:**
Revision Date: November 21, 1997	**Code Number:** 9.11 **Page:** 1 of 2

GENERAL EDUCATIONAL DEVELOPMENT (GED) STATE POLICY

1. Title of State Credential: High School Equivalency Diploma

2. Requirements for Issuance of GED Diploma. (Without Restrictions)

   A. Minimum test scores: An average standard score of 45 on all five tests and a standard score of 40 on each of the five tests. (A total of 225)
   B. Minimum age : 18
   C. Residence: Resident of Mississippi for at least 30 days or on active duty in Armed Forces.

3. Minimum Requirements for Testing:

   A. 18 years of age.
   B. Not enrolled in secondary school, and
   C. Out of school for three months with an official statement from the last school attended, giving date the applicant officially withdrew from school or regular high school class has graduated.

Exceptions for testing 16- or 17-year-olds:

a. An applicant who is enrolled in an official alternative education program as stipulated in Senate Bill #2855. Assessment records must be presented at the time of registration following GED Testing Guidelines for Alternative Education Programs.

b. An applicant who has completed a program of home study and has been enrolled for a minimum of two years with written documentation.

c. An applicant with documentation verifying any one of the following conditions:
   (1). incarcerated in a correctional institution, correctional youth center, training school for adjudicated youth, or similar institution;
   (2). confined as a patient or resident of a state-operated hospital or alcoholic rehabilitation center;
   (3). enrolled in or have completed a program of instruction provided by the Job Corps or other such agency, or an apprenticeship training program;
   (4). married with minor status removed;
   (5). a member of the United States Armed Forces; or
   (6). an emancipated minor. (Court order with case number)

d. An applicant with extenuating or extreme personal circumstances showing proper documentation. These include, but are not necessarily limited to, the following:
   (1). an illness of long-range duration;
   (2). sole support of family; or
   (3). untenable situation at home which required the person to leave school to earn a livelihood.

Any situation in which local Chief Examiner can not render a determination on granting a waiver will be referred to the State GED Office for guidance.

4. Requirements for retesting: Applicants may retest the first time as soon as official scores are received from the State Board for Community and Junior Colleges. To retest a second time without a waiting period of 60 days, applicant must have obtained a standard score of 35 on each test or an average standard score of 40 on all five tests.

5. Method of Applying: Application must be on special form obtainable upon request from the State Board for Community and Junior Colleges, Official GED Testing Centers, and school districts or colleges. Identity must be verified using photograph identification which provides name, address, birth date, and signature (e.g., driver's license, resident alien cards, tribal cards, passports with English translations, military ID, and government ID cards).

GED State Policy (continued)

6. Official Transcripts: Test scores are accepted as official only when reported directly by: (1) Official GED Testing Centers; (2) Transcript Service of the Defense Activity for Non-Traditional Education Support (DANTES); (3) Veterans Administration Hospitals and Centers; and (4) the GED Testing Service.

7. Fee:
   a. Testing at Official GED Testing Centers: $30.00
      Retesting $6.00 for each test.
   b. Issuance of diploma: No charge.
   c. Issuance of transcripts: No charge.
   d. Replacement cost for any destroyed test material.

8. GED Administrator of the GED Testing Program is the Program Specialist - Adult Education/GED, State Board for Community and Junior Colleges, 3825 Ridgewood Road, Jackson, MS 39211. Telephone number: (601) 432-6338. Fax number: (601) 432-6365.

STATE BOARD FOR COMMUNITY AND JUNIOR COLLEGES POLICIES AND PROCEDURES MANUAL	Section 9: Programs
	Title: GED Testing Guidelines for Alternative Ed. Prog.
Initial Date of Adoption: October 16, 1997	**Reference:**
Revision Date: November 19, 1999	**Code Number:** 9.12 **Page:** 1 of 1

GED TESTING GUIDELINES FOR ALTERNATIVE EDUCATION PROGRAMS

1. The State Board for Community and Junior Colleges is authorized by legislation to administer the General Educational Development (GED) Testing Program under the policies and guidelines of the GED Testing Service of the American Council on Education.

2. Existing GED testing centers located in a Community or Junior College, University, or Community-Based Organization will be allowed to administer the GED test to alternative school program students as approved. No secondary GED testing sites will administer the GED test to students enrolled in alternative education programs.

3. Allowable GED testing centers as defined in # 2 will submit a schedule for GED testing alternative school students to each superintendent in their district and to the GED State Office. Initially students will be required to take all five parts of the GED.

4. Only students who have demonstrated the ability to perform on the Test of Adult Basic Education (TABE) at an 8th grade level on the overall battery of Levels D or A or who demonstrate the ability to score a 45 on the Official GED Practice Test will be permitted to take the GED test. Dates that assessment information is due in the GED Examiner's office will be listed on the schedule for testing.

5. The local school district(s) will contract with the GED Testing Center at a Community and Junior College, University, or Community-Based Organization for testing services at a rate of $500 per testing session. The $500 may be shared between districts that are testing on the same date and site.

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ADULT EDUCATION ACT PUBLIC LAW 100-297

Statement of Purpose:

It is the purpose of this title to assist the States to improve educational opportunities for adults who lack the level of literacy skills requisite to effective citizenship and productive employment, to expand and improve the current system for delivering adult education services including delivery of such services to educationally disadvantaged adults, and to encourage the establishment of adult education programs that will –

1. enable these adults to acquire the basic educational skills necessary for literate functioning;
2. provide these adults with sufficient basic education to enable them to benefit from job training and retraining programs and obtain and retain productive employment so that they might more fully enjoy the benefits and responsibilities of citizenship; and
3. enable adults who so desire to continue their education to at least the level of completion of secondary school.

Definitions:

1. The term 'adult' means an individual who has attained 16 years of age or who is beyond the age of compulsory school attendance under State law.
2. The term 'adult education' means services or instruction below the college level for adults –
3. who are not enrolled in secondary school;
4. who lack sufficient mastery of basic educational skills to enable them to function effectively in society or who do not have a certificate of graduation form a school providing secondary education and who have not achieved an equivalent level of education;
5. who are not currently required to be enrolled in school; and
6. whose lack of mastery of basic skills results in an inability to speak, read, or write the English language which constitutes a substantial impairment of their ability to get or retain employment commensurate with their real ability, and thus are in need of programs to help eliminate such inability and raise the level of education of such individuals with a view to making them less likely to become dependent on others.
7. The term 'educationally disadvantaged adult' means an adult who –
8. demonstrates basic skills equivalent to or below that of students at the fifth grade level; or
9. has been placed in the lowest or beginning level of an adult education program when that program does not use grade level equivalencies s a measure of students' basic skills.

Use of Funds:

Grants to States shall be used in accordance with State plans (and amendments thereto) to pay the Federal share of the cost of the establishment or expansion of adult education programs to be carried out by local educational agencies and by public or private nonprofit agencies, organizations, and institutions.

Grants provided under this section to States to carry out the programs described in the preceding sentence may be carried out by public or private nonprofit agencies, organizations, and institutions only if the applicable local education agency has been consulted with and has had an opportunity to comment on the application of such agency, organization, or institution. The comments of the local education agency and responses thereto, shall be attached to the application when it is forwarded to the State.

The State educational agency shall give preference to those applicants who have demonstrated or can demonstrate a capability to recruit and serve educationally disadvantaged adults.

Limitations on Use of Funds:

(1) Not more than 10 percent of the funds paid to a State under subsection (a) shall be used for corrections education and education for other institutionalized individuals in accordance with subpart 2

(2) (2) Not more than 20 percent of a State' allotment shall be used for programs of equivalency for a certificate of graduation from a secondary school.

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Local Administrative Cost Limits:

1. Of the funds provided by the State agency to eligible recipients, at least 95 percent must be expended for provision of adult education instructional activities. The remainder shall be used for planning, administration, personnel development, and interagency coordination.

2. In cases where the administrative cost limits under subsection (a) would be insufficient for adequate planning, administration, evaluation, and coordination of programs supported under this Act, the State agency shall negotiate with the local grant recipient in order to determine an adequate level of funds to be used for non-instructional purposes.

State Administrative Responsibilities:

Any State desiring to participate in the programs authorized by this title shall designate the State educational agency to be the sole State agency responsible for the administration and supervision of such programs. The responsibilities of the State agency shall include –

(1) the development, submission, and implementation of the State application and plan and any amendments thereto and the State evaluation,
(2) the assignment of such personnel as may be necessary for State administration of programs under this title.

State Imposed Requirements:

Whenever any State imposes any rule or policy relating to the administration and operation of programs funded by this title, the rule or policy shall be identified as a State imposed requirement.

Limitation of State Administrative Costs –

Effective for fiscal years beginning after September 30, 1990, a State educational agency may use no more than 5 percent of the State's grant or $50,000, whichever is greater, to pay the cost of its administration of the State's program.

State Plan and Application:

Requirement – any State desiring to receive funds under this title shall submit tot he Secretary, during the fiscal year 1989 and during each fourth fiscal year thereafter, a State plan and application for adult education for the four fiscal years succeeding each fiscal year in which the State plan and application are submitted.

Procedure for Submission and Consideration – Each State plan and application shall be submitted to the Secretary by July 1 preceding the beginning of the first fiscal year for which the plan is in effect. The Secretary shall approve, within 60 days, each such plan and application which is formulated in accordance with sections 342 and 343 and which meets the requirements of such sections, and shall not finally disapprove a State plan except after giving reasonable notice and an opportunity for a hearing to the State agency. Procedures required in formulating the state plan are in the enclosed act Section 341.

Evaluation and State Plan Amendments –

Timely Submission – When changes are necessary in a State plan, the State shall submit amendments to its plan by July 1 preceding the fiscal year of operation to which the amendments apply. Special consideration is cited under Section 351.

In order to assist grant recipients receiving funds under this title to plan and operate the best possible programs of adult education, each State agency during the 4-year period of the State plan shall –

(1) annually submit data to the Secretary with respect to grant recipients;
(2) before the end of such period evaluate at least one-third of grant recipients and such evaluations shall consider –
   A. the planning and content of the program;
   B. the curriculum, instructional materials, equipment and qualification of all personnel;
   C. the effect of the program on the subsequent work experience of graduates; and
   D. other factors determined to affect program operation; and
(3) gather and analyze data (including standardized test data) to determine the extent to which the adult programs are achieving the goals set forth in the plan including the goal of serving educationally disadvantaged adults, and the extent to which grant recipients have improved their capability to achieve the purposes oft his title as set forth in section 311.

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Special Experimental Demonstration Projects and Teacher Training:

Of the funds allotted to a State under section 313 for a fiscal year. not less than 10 percent shall be used for –

(1) special projects which will be carried out in furtherance of the purposes of this title, which will be coordinated with other programs funded under this title.
(2) training persons engaged. or preparing to engage, as personnel in programs designed to carry out the purposes of this title.

Federal Share, Federal Administrative Responsibilities:

Payments

A. Federal Share – The Federal share of expenditures to carry out a State plan shall be paid from a State's allotment available for grants to that State. The Federal share shall be –
   B. 1. 90 percent of the cost of carrying out the State's programs for fiscal year 1988;
   C. 2. 85 percent of such cost for fiscal year 1990;
   D. 3. 80 percent of such cost for fiscal year 1991; and
   E. 4. 75 percent of such cost for fiscal year 1992 ad for each fiscal year thereafter

B. Maintenance of Effort –
   (1) No payment may be made to any State form its allotment for any fiscal year unless the Secretary finds that the fiscal effort per student or the amount available for expenditure by such State for adult education from non-Federal sources for the second preceding fiscal year was not less than such fiscal effort per student or such amount available for expenditures for such purposes from such sources during the third preceding fiscal year.
   (2) The Secretary may waive the requirements of his subsection for 1 fiscal year only, upon making a determination that such waiver would be equitable due to exceptional or uncontrollable circumstances affecting the ability to the applicant to meet such requirements, such as a natural disaster or an unforeseen and precipit us decline in financial resources.

State policies are include in the ABE Supervisor's Handbook.

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WORKFORCE PROJECTS GENERAL RULES OF GOOD PRACTICE

These guidelines are not intended to be restrictive but to offer a set of general standards to be followed under normal circumstances when submitting and/or recommending approval of workforce projects. We must continue to maintain our goals for projects and project approval: simplicity, responsiveness, and flexibility. Our objective must remain: meeting business needs, while being cost effective, maximizing partnerships, cost sharing, and always remembering we practice the Rule of Reasonableness. If it sounds or has the perception of anything unethical or will bring question upon a college or board, DO NOT DO IT.

Instructor Salaries and Benefits

Instructor salaries are reimbursed at a rate **not to exceed $20.00 per hour for all types of training. The rate should be determined by the Workforce Center Director with the high end ($20.00 per hour) reserved for highly technical disciplines or difficult to obtain instructors because of the time or location of instruction.** This is a partnership; business should be willing to pick up any cost differential. Benefits will depend on the type contract colleges use with their workforce instructors. Fringe benefits would be based on current rates applied by the college business office for that portion of the benefits not paid for by the college. These rates will be paid based on actual costs. During FY 2000, also called the SB 2796 transition year, previous commitments that were pre-approved in excess of the above limits made by industrial coordinators and approved by MDE will be honored as submitted.

Preparation Time

Up to 25% of the total class or instruction time may be allowed for instructor preparation time. This is to be reduced if the instructor is teaching similar classes to different groups at different times. This allowed preparation time should be monitored carefully and not used as a salary supplement.

Assessment Time

Pre and Post Assessment times are allowed in the project and must be identified in the appropriate sections. This time must also be kept to a minimum; for example, as many persons as allowed should be assessed simultaneously to keep monitoring time down. This is an expense that should also be shared by industry. The tests or assessment vehicles used are usually considered as part of the training materials costs and are listed as a commodity.

Course and Student Training Materials

Assistance for materials, including training manuals, texts, software, and any other general usage materials utilized in the training project, are allowed up to $35.00 per student/per training course. Partnering in this area is desired and should include all parties; the SBCJC/college allowance, the company, and the student or trainee when appropriate. Consideration will be given to higher state cost sharing with projects requiring high cost training items such as welding rod, silver solder, etc. These items and costs must be fully explained in the project application.

Other Training Costs

Consideration for other training costs, determined by the workforce development center director as essential to the success of the project, will be considered by the SBCJC on an individual project basis.

Leased Equipment

Equipment may be leased for training purposes only and must be designated as such. This equipment will not be used for production or profit. There will be no reimbursement for leasing of company owned equipment.

Ownership of Equipment

Ownership of equipment bought with state funds, even though private funds were also used in partnership, becomes the property of the community or junior college that performed the project with the respective customer or the state depending on the best and most efficient use. For example, if a computer lab was used for training a workforce and the

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WORKFORCE PROJECTS GENERAL RULES OF GOOD PRACTICE (continued)

state paid for five (5) computers and the industry paid for five (5) computers, all ten (10) computers would become the property of the college, or the state, after the total project was complete. This is to encourage maximum partnering by the business or industry. The industry should also receive a tax credit for the equipment when turned over to the college or the state. Equipment should be shared between programs and colleges when not in use. Because computers, for example, that were paid for by workforce funds should not preclude their use by other programs such as literacy, GED or JTPA if they are not being used for workforce projects. Equipment is paid for with tax dollars and does nothing to help people when sitting dormant. Equipment purchased by the above process is to be used to benefit all Mississippians.

Equipment and Computer Up-Grades

We encourage upgrading equipment as needed for projects rather than purchasing new equipment. If it is more cost effective to upgrade the equipment, the cost of the upgrade should be identified and placed in the project with justification. For example, if it costs $300.00 to upgrade the hard drive of a computer that will meet the needs for a new software package, the state encourages and will pay for the upgrade rather than being faced with the cost of a new computer. You can do a significant amount of upgrading for the cost of new equipment. This holds true with other equipment and training simulators as well.

Mobile Labs

Mobile Labs are the property of the college for which they were purchased, or are currently located in that particular college district, or the state depending on the best and most efficient use. Mobile labs are like any other piece of equipment; they are to be used. If a college finds it has a mobile lab not being utilized, it should make that fact known and transfer the lab to a college that identifies a need for it. It is the responsibility of the colleges and SBCJC to ensure that all equipment, including mobile labs are utilized in the best and most efficient manner.

Satellite Seminars/CCN Training

Many nationally recognized persons and organizations offer highly professional, sought after presentations via satellite. These inter-active video seminars offer the career centers a unique opportunity to present highly sought after and usually expensive presentations to the business persons in their district at no or very little cost. When the cost for such programming is an allowable cost for an approved project and it is written into a project, the state will pick up the cost of the video seminar and transmit it over the CCN. This provides everyone interested in the subject throughout the state the opportunity to participate.

Curriculum Development

Customized curriculum development to meet the needs of individual businesses has been a hallmark of our workforce training system. Reasonable curriculum development hours are allowed within the project. The RCU is the repository for all curricula especially those containing proprietary information.

Instructional Training Aids

The RCU is the primary provider of assistance in developing manuals/curricula, training videos and CD's and any training materials in general. If these materials cannot be produced because of RCU workload or inability to meet a specific requirement, the Workforce Development Center Director may seek to produce the training manuals and videos through another public entity, such as the local community and junior college or IHL labs, or ETV. If the aforementioned cannot be accomplished, the Workforce Development Center Director may consider purchase of commercial materials or solicit private bid. The bid chosen should be the lowest and best bidder. This can be accomplished with greater financial participation by the business or industry. It is the responsibility of the contracting workforce development center to follow all college and state purchasing regulations. Justification must be a part of the project and submitted under the commodities section of the application if the materials are to be purchased, developed, produced, or under a contractual agreement.

Training to Develop a Resource (Train-the-Trainer) and Reasonable Travel

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WORKFORCE PROJECTS GENERAL RULES OF GOOD PRACTICE (continued)

Travel costs are allowed to meet requirements for train-the-trainer persons who will provide the community or junior college with a resource to train a business or industry with a capability not currently available in the district. Training shall be obtained at the closest location to the industry. The career center director must include the justification for the travel in the project application which will include all proposed training for the business or industry for the state fiscal year in which the train-the-trainer training is to be accomplished. The travel costs for Train the Trainer training will normally be included in the travel section of the application. In-state travel will be reimbursed for mileage at the current college rate but never to exceed the state rate. Out-of-state travel will be reimbursed for mileage at the state rate per mile or an airline ticket, whichever is less.

In-state and out-of-state travel will be reimbursed at the current college rate, but never to exceed the state rate of mileage, lodging and meals. All state travel rules and regulations must be followed. Reimbursements per trainee will be limited to (2) out-of-state trips maximum. All travel must be recommended and justified by the workforce development center director and approved by the SBCJC prior to travel. Authorization for travel is not to be considered as part of workforce development center director $5,000.00 emergency application authorization. This travel authorization is not to be misconstrued as instructor travel costs for normal accomplishment of duties associated with project instruction. Those costs are not normally allowed and are considered as part of the contracted salary. The SBCJC will consider a travel allowance for special circumstances associated with difficult classes at difficult times and areas.

One-on-One Training or OJT

Salaries for One-on-One, OJT, and vendor training must be carefully documented, justified and report a minimum that will not exceed $20.00 per hour. One-on-One, OJT, and vendor training are defined as five (5) participants or fewer per instructor. The maximum number of trainees eligible for one-on-one, OJT, and vender training reimbursement shall not exceed the total number employed per industry location.

State Licensed Programs

Achieveglobal (Zenger-Miller)/Plexus, ISO-9000, QS-9000, ISO-14000-01, Zig Ziglar, Phi Theta Kappa Leadership are training packages to which the state has purchased training rights. A company or business may receive a $1,500.00 subsidy toward the instructor's payment and a **$3,000.00** subsidy toward the material to be utilized **per program**. However, in no case should the amount paid by the company or organization be less than a fifty percent (50%) split with the state. This is an annual subsidy based on state fiscal year and is available for each non co-located plant; for example: Company X branch in Senatobia and Company X branch in Gloster are treated as two separate and distinct companies. **A company may participate in multiple programs receiving the above allowance for each program.** A company should not stop at what the state has subsidized. They should be willing to make a commitment to the program and pay their fair share. This is a true partnership. Companies training greater than 100 persons in any of the above programs may request additional financial assistance. This additional funding will be based on a partnership of cost sharing. The state should never contribute more than the company or organization being served contributions.

Accountability

The Legislative Accountability Report (LAR) will remain the primary reporting document. However, it will be necessary to modify the LAR to assure compliance with section (1), paragraph 4 of SB 2796. The LAR must now include a listing of all companies, businesses or organizations that received training, the number of persons taught in the classes, the location and cost of the class to the state. This should also be broken down to include cost per student trained per class and cost per contract, instruction, and hour for the class. All of the above will have to be tracked by each workforce development center and submitted annually to the State Board for Community and Junior College, as required by SB 2796.

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STATE BOARD FOR COMMUNITY & JUNIOR COLLEGES POLICY AND PROCEDURE MANUAL	**Section 9: Programs**
	Title: Policy and Procedure for the Inventory and Transfer of Workforce Training Equipment
Initial Date of Adoption: November 19, 1999	**Reference:**
Revision Date:	**Code Number:** 9.14.1 **Page:** 1 of 1

POLICY AND PROCEDURE FOR THE INVENTORY AND TRANSFER OF WORKFORCE TRAINING EQUIPMENT

All equipment transferred from the Mississippi Department of Education Industrial Training Program to the State Board for Community and Junior Colleges shall become the property of the local community and junior college with the following exceptions and conditions:

(1) All mobile units, and the equipment contained in these said mobile units, shall remain on the State Board for Community and Junior College inventory.

(2) Any equipment on said inventory list not used for the primary purpose of workforce education shall be made available to the State Board for Community and Junior Colleges for the purpose of reallocation.

(3) Any such equipment not utilized for the primary purpose of workforce training shall be reallocated or salvaged in accordance with the state law and applicable policies and procedures related to disposal of surplus equipment. The SBCJC staff and local Community and Junior College representative shall deal with application of this section on a case-by-case basis.

(4) Any equipment purchased subsequently with workforce education funds shall follow the conditions specified in this policy and procedure.

STATE BOARD FOR COMMUNITY AND JUNIOR COLLEGES POLICIES AND PROCEDURES MANUAL	**Section 9: Programs**
	Title: SBCJC Workforce Project Guidelines FY 2001
Initial Date of Adoption: August 18, 2000	**Reference:**
Revision Date:	**Code Number:** 9.14.2 **Page:** 1 of 2

STATE BOARD FOR COMMUNITY AND JUNIOR COLLEGES (SBCJC) WORKFORCE PROJECT GUIDELINES FY 2001

Instructor Salaries and Benefits

Instructor salaries are reimbursed at a rate not to exceed $20 per hour. Based on the type of training the Workforce Project Manager should determine the rate of pay. Benefits will depend on the type of contract the college uses with their workforce instructors. Fringe benefits would be based on current rates applied by the college business office for the portion of the benefits not paid for by the college. These rates will be paid based on actual cost. No health or life insurance benefits will be reimbursed on part-time instructors.

Preparation Time

Up to 25% of the total class instruction time may be allowed for instructor preparation time for new classes. A maximum amount of 10% of the total class instruction time may be allowed for classes previously taught.

Assessment Time

Pre and post assessment times may be allowed in the project and must be identified in the appropriate section on the project forms. Assessment time must be kept to a minimum; for example, as many persons as feasible should be assessed simultaneously to keep the assessment time reasonable. This is an expense that should be shared by industry. The test or assessment vehicles used are usually considered part of the training materials cost and are listed under educational materials and supplies on the project. Assessment time must be documented similar to instructional hours.

Educational Materials and Supplies

Assistance for materials, including training manuals, textbooks, software, and any other general usage materials utilized in the training project are allowed. These items and cost must be fully explained on the project application.

Leased Equipment

Equipment may be leased for training purposes and must be designated as such. This equipment cannot be used for production or profit. There will be no reimbursement for leasing company owned equipment.

Equipment

SBCJC strongly recommends that training equipment be purchased jointly by the college and the business/industry. For example, if a computer lab was used for training and the state paid for five (5) computers and the industry paid for five (5) computers, all ten (10) computers could become the property of the college, after the total project was complete. This is to encourage maximum partnering by the business or industry.

Mobile Labs

Mobile labs purchased with SBCJC funds prior to FY 00 are the property of the college for which they were purchased, or are currently located. The remaining mobile units are available to be transferred from college to college on an as needed basis. If a college finds it has a mobile lab not being utilized, it should notify the Workforce Education Unit at the SBCJC that it is no longer being used.

Satellite Seminars/CCN Training

Inter-active video seminars offer the career centers a unique opportunity to provide presentations in their district at little or no cost. When the cost for such programming is an approved project cost, the state will reimburse the cost of the video seminar and transmission cost for CCN.

Curriculum Development

Curriculum development hours will be considered on a special needs basis with prior approval from the SBCJC.

Instructional Training Aids

The RCU is the primary provider of assistance in developing manuals, training videos, CD's and other training materials. If these materials cannot be produced because of RCU's workload or inability to meet a specific requirement, the Workforce Development Center Director may seek to provide the training manuals and videos through another public entity, such as the local community and junior college or IHL labs, or ETV. If the aforementioned cannot be

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accomplished, the Workforce Development Center Director may consider purchase of commercial materials. Justification must be a part of the project and submitted under the educational materials and supplies section and must have prior approval from the SBCJC.

Train-the-Trainer Cost

Costs are allowed for individuals to attend train-the-trainer sessions. Approved training in this area should provide the community or junior college with a resource to train a business or industry with a capability not currently available in the district. Training will be obtained at the closest location to the industry. The Workforce Project Manager must include the justification on the project application. Travel cost for train-the-trainer training should be included in the travel section of the project application. In-state travel will be reimbursed for mileage at the current college rate but never to exceed the state rate. Out-of-state travel will be reimbursed for mileage at the state rate per mile or an airline ticket, whichever is less.

In-state and out-of-state travel will be reimbursed at the current college rate of pay, but never to exceed the state rate for mileage, lodging and meals. All state travel rules and regulations must be followed. Reimbursements per trainee will be limited to a maximum of (2) out-of-state trips within the fiscal year. All travel must be recommended and justified by the Workforce Development Center Director and approved by the SBCJC prior to travel. Authorization for travel is not to be submitted on the $5,000 emergency application.

Travel

The SBCJC will consider paying for instructors travel under special circumstances. Travel cost will be reimbursed for an instructor that must travel a minimum of fifty (50) miles or more one-way. Reimbursement will be paid at the current approved state rate.

One-on-One Training or OJT

Salaries for One-on-One or On-the-Job Training (OJT) must be documented and justified. Reimbursement will not exceed $20 per hour. One-on-One and OJT training are defined as five (5) participants or fewer per instructor. The maximum number of trainees eligible for One-on-One and OJT training reimbursement shall not exceed the total number employed per industry location. The total reimbursement for this category will not exceed 10% of the total project cost or a maximum allowable amount of $5,000 per industry location.

Vendor Training

Reimbursement for vendor training will be considered on an individual project basis.

State Licensed Programs

AchieveGlobal (formerly Zenger-Miller)/Plexus, ISO-9000, QS-9000, ISO-14000- 01, Zig Ziglar, Phi Theta Kappa Leadership are training packages to which the state has purchased training rights. A company or business may receive a maximum of $3,000 subsidy toward the instructor's payment and a maximum of $3,000 subsidy toward the material to be utilized per program. A company may participate in multiple programs receiving the above allowance for each program. Companies training more than 100 persons in any of the above programs may request additional financial assistance.

Training Cost Not Specified in Other Categories

Consideration for other training cost, determined by the Workforce Development Center Director as essential to the success of the project, will be considered by the SBCJC on an individual project basis.

Accountability

The Legislative Accountability Report (LAR) will remain the primary reporting document. However, it will be necessary to modify the LAR to assure compliance with section (1), paragraph four of SB 2796. The LAR must now include a listing of all companies, businesses or organizations that received training, the number of persons taught in the classes, the location and cost of the class to the state. This should also be broken down to include cost per student trained per class and cost per contract, instruction, and hour for the class. All of the above will have to be tracked by each Workforce Development Center Director and submitted annually to the State Board for Community and Junior College, as required by SB 2796.

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STATE BOARD FOR COMMUNITY AND JUNIOR COLLEGES POLICIES AND PROCEDURES MANUAL	**Section 9: Programs**
	Title: Standard For Non-Duplication of Upper-Level Programs
Initial Date of Adoption: August 18, 2000	**Reference:**
Revision Date:	**Code Number:** 9.14.3 **Page:** 1 of 1

STANDARD FOR NON-DUPLICATION OF UPPER-LEVEL PROGRAMS

The State Board for Community and Junior Colleges (SBCJC) finds and declares, as a matter of public policy, that the public community and junior colleges have an obligation and opportunity to construct, implement and operate needed programs in the field of higher education by working cooperatively with the Board of Trustees of the State Institutions of Higher Learning and the eight state public universities. This cooperative opportunity is a function of the SBCJC's duty to avoid unnecessary duplication of higher education programs and services and to assure that the community and junior colleges in no way usurp the responsibilities and prerogatives of the state's public universities. With this public policy in mind, the SBCJC adopts the following Standard, effective immediately:

No public community or junior college may enter any agreement or implement any program or deliver any service that will unnecessarily duplicate any upper undergraduate level programs or services that are offered by one or more of the state's eight public universities within its/their existing programs or services.

Any community or junior college that takes any action that the SBCJC, in its best judgment, finds to be inconsistent with this Standard shall be so advised as soon as is reasonably practicable after the action comes to the SBCJC's attention. SBCJC will afford the college the opportunity to show that its action is not inconsistent with this Standard. Thereafter, if the SBCJC remains of the view that the action of the college is inconsistent with this Standard, no funding administered through the SBCJC, direct or indirect, will be available for support of such duplicative programs and services.

STATE BOARD FOR COMMUNITY AND JUNIOR COLLEGES POLICIES AND PROCEDURES MANUAL	**Section 9:** Programs
	Title: Community/Junior College Students in Military
Initial Date of Adoption: November 19, 1999	**Reference:**
Revision Date:	**Code Number:** 9.15 **Page:** 1 of 1

COMMUNITY AND JUNIOR COLLEGE STUDENTS IN MILITARY

The SBCJC urges the community and junior colleges to develop policies to give appropriate consideration to those students called to active military duty during a time of military conflict.

STATE BOARD FOR COMMUNITY AND JUNIOR COLLEGES POLICIES AND PROCEDURES MANUAL	**Section 9:** Programs
	Title: CPSCR Rules and Regulations
Initial Date of Adoption: July 1, 1998	**Reference:** Mississippi Code 75-60
Revision Date: June 19, 1998	**Code Number:** 9.16 **Page:** 1 of 1

COMMISSION ON PROPRIETARY SCHOOL AND COLLEGE REGISTRATION (REGULATIONS)

Under the authority of Mississippi Code 75-60, which passed during the 1992 legislative session, the administration for Proprietary Schools and College Registration was transferred to the State Board for Community and Junior Colleges from the State Department of Education. The State Board's responsibilities include the appointment of a five-member commission pursuant to the aforementioned Mississippi Code; acquiring staff for the administration; and serving as the appellant organization for decisions rendered by the commission.

Refer to Commission on Proprietary Schools and College Registration Rules and Regulations (Revised 6-19-98) and Mississippi Code 75-60.

STATE BOARD FOR COMMUNITY AND JUNIOR COLLEGES POLICIES AND PROCEDURES MANUAL	**Section 9:** Programs
	Title: Appeal Procedures (Proprietary Administration)
Initial Date of Adoption: September 16, 1993	**Reference:**
Revision Date:	**Code Number:** 9.17 **Page:** 1 of 1

APPEAL PROCEDURES (PROPRIETARY ADMINISTRATION)

Any organization or individual who disagrees with a decision rendered by the Commission on Proprietary School and College Registration after a hearing pursuant to Section 75-60-4(3) may file a signed written request for an appeal to the State Board for Community and Junior Colleges. The following provides important information regarding the Appeal Process.

Written Request:

A. The written request must be filed within thirty (30) calendar days following the issuance of the Commission's decision.

B. The written request must include, at a minimum, the following:

1) A statement indicating that the complainant disagrees with the Commission's decision
2) The specifics of the decision
3) The facts on which the statement is based
4) The date of the Commission's Hearing and Hearing Number

Appeal Procedure:

A. Upon receipt of a written request for an appeal, the case will be assigned an Appeal Case Number.

B. Within thirty (30) calendar days after receipt of the written request the Executive Director and Chairman of the State Board for Community and Junior Colleges will set a date, time and location and serve notice of such to all parties. Such appeal must be conducted within sixty (60) calendar days after receipt of the written request.

C. Each party shall be afforded the opportunity to (1) present argument on the issues involved in the appeal; and (2) to present new factual evidence to be considered.

D. The State Board for Community and Junior Colleges shall issue a written ruling, including findings of fact and reasons for the ruling within fourteen (14) calendar days following the decision.

E. Any organization or individual who disagrees with the decision rendered by the State Board for Community and Junior Colleges may appeal the decision. This appeal must be filed in the Chancery Court of the First Judicial District of Hinds County, Mississippi.

STATE BOARD FOR COMMUNITY AND JUNIOR COLLEGES POLICIES AND PROCEDURES MANUAL	**Section 9: Programs**
	Title: Grant/Subgrantee Manual
Initial Date of Adoption:	**Reference:**
Revision Date:	**Code Number:** 9.18 **Page:** 1 of 1

GRANT/SUBGRANTEE MANUAL

The State Board for Community and Junior Colleges is responsible for the oversight and administration of various federal programs and has therefore developed a grant/subgrantee manual to serve as a reference source and guide in the administration of federal monies. (Refer to the Grant/Subgrantee Manual.